

ODYSSEY[®]



VERSION 14.1

USER'S GUIDE



CompassLearning[®]

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Preface

This manual provides the information you need to configure and use CompassLearning Odyssey®, the instructional management system with browser-based curriculum and assessment tools.

About CompassLearning

CompassLearning is a melting pot of ideas and innovation. Our curriculum and assessment experts are some of the brightest in their fields. As they develop research-based instruction, our designers, writers, and engineers bring their ideas to life in our Austin, Texas Learning Studio.

Together, we are dedicated to the idea that technology, combined with superior support and professional development, can help students reach their highest potential. The result is our flagship product, Odyssey—its name is a perfect reflection of our own journey as a company.

Documentation

The *Odyssey User's Guide* provides detailed instructions for using Odyssey Manager. This guide is provided online in Adobe® Acrobat® PDF format. To be able to read the PDF file, you will need Adobe® Reader® installed on your system. Adobe makes its Reader available for a free download from the Adobe Web site at www.adobe.com

NOTE Cross-references to other sections in the manual are clickable in the online PDF. Links are formatted in green. Also, with bookmarks displayed in the online PDF, the book's table of contents is available to the left of the reading window.

Release Notes

The *Release Notes* for Odyssey Manager outlines features new to the release and provides important information that was not included elsewhere.

Online Help

Comprehensive help is available by clicking the **Help** button in the product.

Knowledge Center

Online access for all of our product manuals.

Typographic Conventions

The following conventions are observed throughout this guide:

- **Bold** text designates file and folder names, dialog titles, names of buttons, icons, and menus; and terms that are objects of a user selection.
- *Italic* text is used for emphasis and book titles.

Alert Statements

Alert statements highlight information as follows:

NOTE Information that is incidental to the main text flow, or to an important point or tip provided in addition to the previous statement or instruction.

TIP Advice to help you work with Odyssey Manager.

BEST PRACTICE Recommended practice.

CAUTION Advises of machine or data error that could occur should the user fail to take or avoid a specified action.

WARNING Requires immediate action by the user to prevent actual loss of data or where an action is irreversible, or when physical damage to the machine or devices is possible.

Support

Visit us on the web at www.compasslearning.com

To obtain assistance, offer feedback or request enhancements:

Sales and Customer Service	512.478.9600
Technical Support	800.678.1412
Product and Services	800.232.9556
Internet	www.compasslearning.com/customersite
Postal Mail	CompassLearning, Inc. 203 Colorado Street Austin, Texas 78701

Before You Call

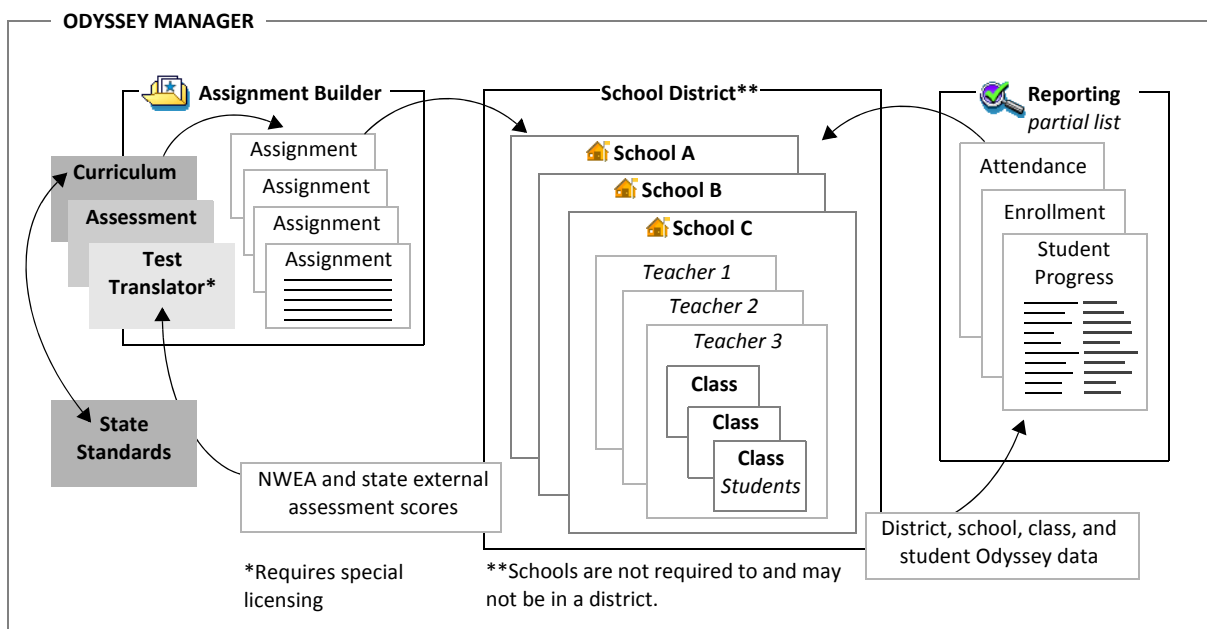
In order to expedite your call and save you time, please have the following information ready when you call:

- Lab number or previous incident number.
- Curriculum Manager Version number.
- Error message and/or description of abnormal condition.
- Steps already taken to solve the problem.

1 Introduction

CompassLearning® Odyssey® is a sophisticated instructional management system offering browser-based curriculum, comprehensive assessment, and broad-based reporting. CompassLearning Odyssey includes exciting graphics, interactive animation, creative sound design, and hands-on activities that engage students and envelop them in a unique learning experience.

Odyssey Manager coordinates all of the components contained in the suite. When you build assignments for students in your school, you will draw from curriculum aligned to state standards. Assessment options include testing objectives that are based on state and national standards for each subject area. As students start using Odyssey, you will be able to measure results in numerous ways with Odyssey's reporting module. Reports may be run at the district, school, class, or individual student level. With Test Translator as part of your suite of components, you will import tests that have been conducted externally and let Odyssey assign learning paths based on those test results.



Odyssey Manager provides administrators and teachers with the information they need—based on valid, real-time data—to make informed decisions about classroom instruction and curriculum.

Feature	Description
Identification of students' strengths and weaknesses	Formative assessments pinpoint specific knowledge gaps and assist teachers with instructional planning at the individual student level.
Differentiated instruction	Based on initial assessments, Odyssey automatically assigns a learning path for each student. Teachers can adjust that learning path based on the results of regular progress monitoring. While Odyssey guides students through the activities in their learning paths, teachers can work with small groups of students with similar needs.

Feature	Description
Browser-based curriculum	Colorful, dynamic and age-appropriate graphics and audio are combined with explicit instruction and examples to create a student-friendly learning environment. Students have multiple opportunities to grasp a concept.
Ongoing assessment	Quizzes and other assessments embedded in the activities provide ongoing feedback into student progress, helping the teacher make changes to a student's learning path, if necessary.
Reporting	A variety of reports can be generated, including aggregated and disaggregated data reports, multi-school administration reports, pre-test versus post-test comparisons, and individual student progress reports.
Alignment with state standards	Odyssey curriculum for elementary, middle, and high school students is a comprehensive solution aligned to state standards.

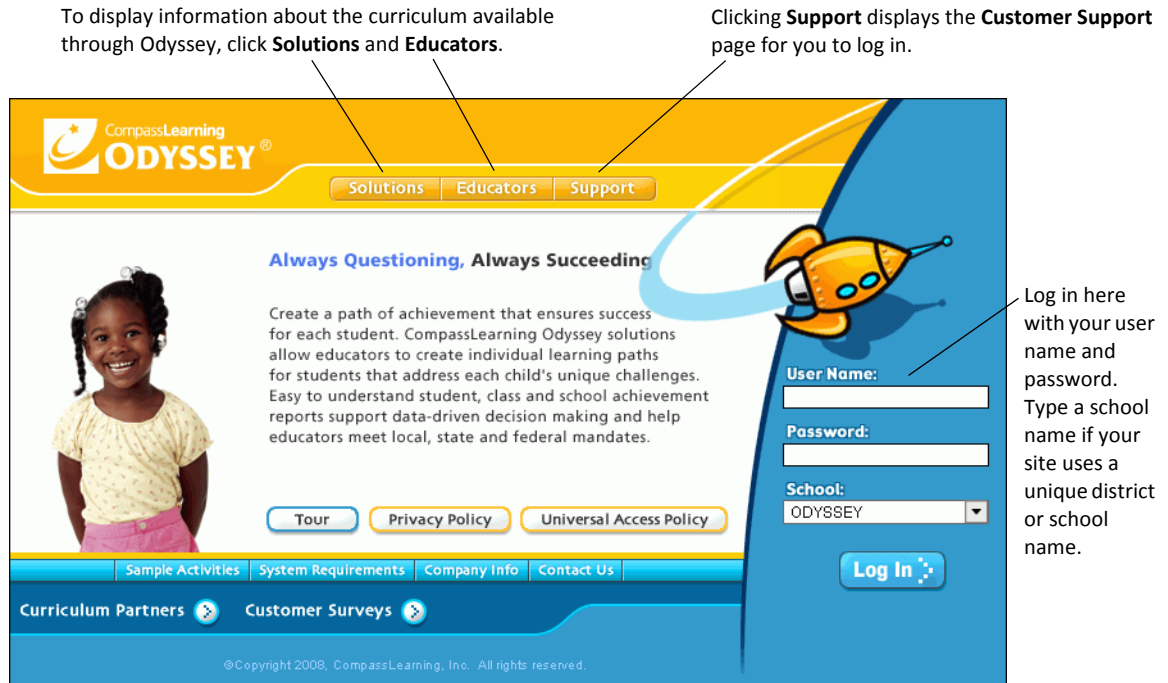
The Odyssey system is based on user role, meaning that access to an area in the product depends on your user login. The following primary roles are defined within the Odyssey system.

User	Description	Tasks
District Administrator	Performs administrative functions for the school district, which may include multiple schools. Administrative permission allows users to work with school information at the district level.	<ul style="list-style-type: none"> • Maintains the district or school accounts. • Creates and maintains teacher records. • Imports student and teacher records. • Transfers student records.
School Administrator	Performs administrative functions for the school. Similar to the district administrator, the school administrator manages information at the school level.	<ul style="list-style-type: none"> • Performs end-of-year tasks. • Imports NWEA and state data. • Generates district-wide or school-wide reports.
District Reports Administrator	Generates district-wide reports. This user accesses the Reports module only in the Odyssey system.	
Teacher	Manages one or multiple classes with students, including maintaining class and student account information, assigning, customizing and previewing activities, and viewing reports on student progress.	<ul style="list-style-type: none"> • With permission, creates and maintains class and student records. • Builds assignments and assigns them to students. • Monitors class progress and grades writing projects. • Generates reports for the class(es) a teacher manages.
Student	Accesses personal activities and assignments and views progress to date.	
Parent	Monitors their student's progress and previews activities.	

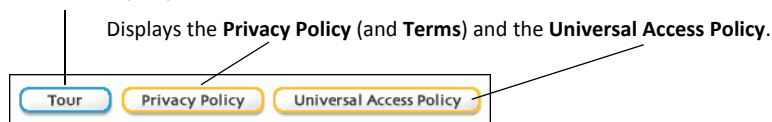
NOTE Although Odyssey limits user roles to certain functionality, an individual may log into Odyssey with a different user name. For example, if a school administrator serves also as a teacher, the individual will have two separate logins for these two roles.

2 Getting Started

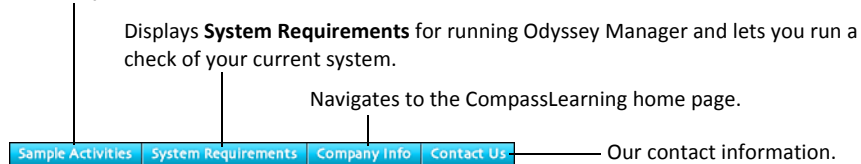
When you navigate to your site's Odyssey Manager login screen, you will see many useful links, including the **User Name** and **Password** fields you will use for accessing Odyssey Manager.



Take a **Tour** of Odyssey.



Launches **Sample Activities**.



Displays alliances in curriculum development.



At login, a **launch pad** corresponding to Odyssey role—district administrator, school administrator, or teacher—displays the Odyssey home page. The following example screen displays the launch pad for a teacher.

Returns to the launch pad for the user—teacher, school administrator, or district administrator.

Use these buttons to navigate to Odyssey modules—**Setup, Assignments, Assessment, Reports, and Content**.

Click **Log Out** to log out of Odyssey. Use this logout method instead of clicking the browser window's X button.



These links navigate to Odyssey modules also.

Click **Help** to access Odyssey resources.

To launch a learning activity, type the activity number and then **Go**.

Odyssey Manager includes the following modules. Module access depends on your user role.

Module	User	Tasks
Setup	District and school administrators	<ul style="list-style-type: none"> • Maintain district and school accounts. • Create and maintain teacher accounts. • Import student and teacher records. • Transfer students, assignments, and assessments. • Perform end-of-year procedures.
	Teachers	Create and maintain student and class accounts.
Assignments	District and school administrators	<ul style="list-style-type: none"> • Review assignment status for students. • Manage assignments, including editing properties, deleting assignments from the Assignment Archive, and unassigning students and assignments.
	Teachers	<ul style="list-style-type: none"> • Build, edit, and delete assignments. • Assign quizzes, chapter tests, and objective-based tests to classes and individual students. • View class and individual student progress.
Assessment (available if purchased at your site)	District and school administrators	Use Objective Builder and Item Builder to create standard sets and test items.
	Teachers	<ul style="list-style-type: none"> • Use Test Builder to build objective-based tests. • With permission, use Objective Builder and Item Builder to create standard sets and test items.

Module	User	Tasks
Reports	All users	Display and print a variety of reports.
Content	All users	<ul style="list-style-type: none">• Browse available Odyssey curriculum and Explorer tests.• Generate the Curriculum and State Correlation reports.• Access Knowledge Center.• Link to the CompassLearning Support page, from which you can initiate an online help session. During business hours, you can have a live online discussion and be logged into Odyssey at the same time.

Logging into Odyssey Manager

- 1 Navigate to the URL for your Odyssey installation.
- 2 Enter your user name and password.
- 3 If a unique district or school name was created when your account was set up, enter that name in the **School** field.
OR
Use the default **ODYSSEY** school name.
- 4 Click **Log In**.
- 5 When you first log in, you will see a **Terms and Conditions Agreement** screen. Carefully review this page and the **Privacy Policy**.
- 6 When finished, click **Accept**.
The Odyssey launch pad is displayed.
To log into Odyssey without displaying the **Terms**, check **Do not show again**.

Navigation

Odyssey presents much information—including class and student records and curriculum—in a tree structure, which you will navigate by opening folders. Selecting the desired item displays additional information. The following sample screen displays teachers in one school—County Training Lab.

The school icon is expanded to display teachers.

This teacher has one class named **3rd grade**.

Click the plus sign (+) to display a teacher's classes.

Tree

With the school selected in the tree, the grid displays the school's teachers.

Grid

The screenshot shows the 'School Setup' interface. The top navigation bar includes 'Home', 'Setup', 'Assignments', 'Assessment', 'Reports', 'Content', and 'Log Out'. Below this is a sub-header with 'School Setup', 'My School', 'Student Index', and 'Tools'. The main area is divided into two sections. On the left, a tree structure shows a folder for 'COUNTY TRAINING LAB' which is expanded to show a list of teachers from '05, Teacher' to '13, Teacher'. One teacher, '06, Teacher', is highlighted. On the right, a grid displays the details for the selected teacher. The grid has columns for 'First Name', 'Last Name', 'User Name', 'Classes', and 'Students'. The data shows six rows of teachers, with the first row (Teacher 05) having 1 class and 2 students, and the last row (Teacher 09) having 0 classes and 0 students. Buttons for 'Delete' and 'New Teacher' are visible above the grid. A 'Help' button is in the top right corner.

First Name	Last Name	User Name	Classes	Students
Teacher	05	ccsdteacher05	1	2
Teacher	06	ccsdteacher06	1	1
Teacher	07	ccsdteacher07	1	2
Teacher	08	ccsdteacher08	1	2
Teacher	09	ccsdteacher09	0	0

The grid displays the contents of the selected item in the tree. In the following sample screens, the trees display teacher Sandy Pasch's two classes. In the top sample screen, Sandy Pasch is highlighted in the tree, and the grid displays her two classes. In the bottom screen, her **MA5Pasch-Lakeview** class is highlighted in the tree, and the grid displays the students in the class.

Teacher Sandy Pasch is selected in the tree, displaying Sandy Pasch's classes in the grid.

Available buttons reflect the selection you make in the tree.

Selecting a class name in the tree displays students in the class in the grid.

The top screenshot shows the 'Class Setup' interface. The tree on the left shows 'Pasch, Sandy' selected, which is expanded to show two classes: 'LA5Pasch-Lakeview' and 'MA5Pasch-Lakeview'. The grid on the right displays the details for the selected class. The grid has columns for 'Class' and 'Students'. The data shows two rows of classes, with the first row (LA5Pasch-Lakeview) having 10 students and the second row (MA5Pasch-Lakeview) having 10 students. Buttons for 'Delete' and 'New Class' are visible above the grid. The bottom screenshot shows the 'Class information and enrollment' interface. The tree on the left shows 'Pasch, Sandy' selected, which is expanded to show two classes: 'LA5Pasch-Lakeview' and 'MA5Pasch-Lakeview'. The grid on the right displays the details for the selected class. The grid has columns for 'First Name', 'Last Name', 'User Name', and 'Grade'. The data shows ten rows of students, with the first row (Samuel Adams) having grade 5 and the last row (Julia Ward Howe) having grade 5. Buttons for 'Remove', 'Add Student', and 'Add New Student' are visible above the grid. A 'Help' button is in the top right corner.

Class	Students
LA5Pasch-Lakeview	10
MA5Pasch-Lakeview	10

First Name	Last Name	User Name	Grade
Samuel	Adams	samueladams	5
Alexander	Hamilton	ahamilton	5
Patrick	Henry	phenry	5
Gouverneur	Morris	gmorris	5
Lucretia	Mott	lmott	5
Thomas	Paine	tpaine	5
Emmeline	Pankhurst	epankhurst	5
Elizabeth	Stanton	estanton	5
Harriet	Tubman	htubman	5
Julia	Ward Howe	jwardhowe	5

Similarly, Odyssey uses a tree and a grid to display curriculum contents.

The level and subject icon is expanded to display the chapter folders.

The **Whole Numbers** chapter folder is expanded to display lesson folders for the chapter.

With the **Whole Numbers** chapter folder selected in the tree, the tree and grid display the lesson folders.

The screenshot shows the Odyssey Curriculum Index interface. The top navigation bar includes links for Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below the navigation bar, there are tabs for Odyssey Curriculum, Explorer, and Math Intervention. A dropdown menu for 'Math' is open, showing a list of levels from K to HS. The 'Level 5 Math' folder is selected, and its contents are displayed in a grid view. The grid view shows a list of lesson folders under the heading 'Level 5 Math'. The 'Whole Numbers' folder is selected, and its contents are displayed in a grid view. The grid view shows a list of lesson folders under the heading 'Level 5 Math: Whole Numbers'. The 'Whole Numbers without Place Value' folder is selected, and its contents are displayed in a grid view. The grid view shows a list of learning activities under the heading 'Level 5 Math: Whole Numbers: Whole Numbers without Place Value'. The activities are listed in a table with columns for Type, Activity Name, and a link icon.

Type	Title	Description
Folder	Whole Numbers	Students will use concepts of place value and estimation.
Folder	Operations with Whole Numbers	Students will perform operations using addition, subtraction, multiplication and division of whole numbers.
Folder	Decimals	Students will use place value concepts and add, subtract, multiply and divide using decimals.
Folder	Fractions	Students will add and subtract using fractions and mixed numbers as well as multiply and divide using fractions.
Folder	Algebra	Students will learn about integers and variables and how they are used with addition, subtraction, multiplication and division.
Folder	Measurement	Students will explore customary and metric units of measurements and perform conversions.
Folder	Geometry	Students will apply geometric concepts to different situations to solve problems.
Folder	Probability	Students will apply concept of theoretical probability and use results to make predictions.
Folder	Data Analysis	Students will different types of graphs and apply measures of central tendency to answer questions.
Folder	Practice	

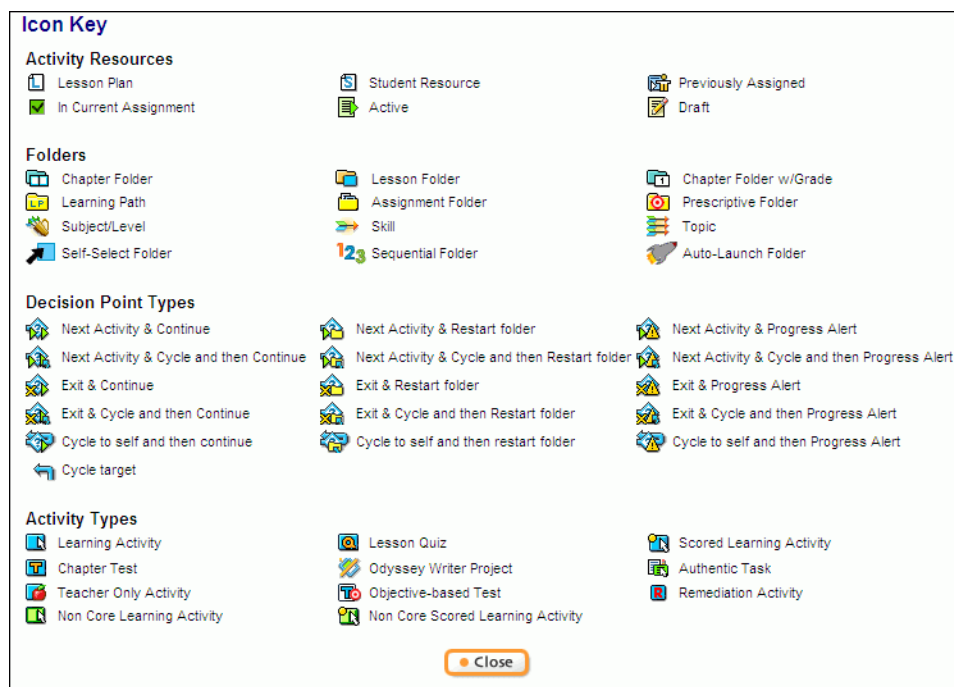
Type	Title	Description
Folder	Whole Numbers without Place Value	Students will use Roman and Greek numerals.
Folder	Whole Numbers with Place Value	Students will use place value.
Folder	Estimation	Students will round and estimate whole numbers.

Type	Activity Name
Activity	MA5111 Roman and Greek Numerals
Activity	MA5112 Quiz: Roman and Greek Numerals

With the **Whole Numbers without Place Value** lesson folder selected in the tree, the grid displays the learning activities in the lesson. Clicking an activity name launches the activity.

Icons

Odyssey makes extensive use of icons to denote resources in the application. To quickly learn an icon's type, from the grid, position your cursor over the icon. Additionally, the icon key is a valuable help. Look for the link to the icon key when you build an assignment and browse curriculum.



Search

Performing a search—for students, teachers, or assignments—will precede many of your tasks with Odyssey Manager. For example, you may use the **Student Index** to locate student records. Selecting **Setup>Student Index** opens the following screen:

The screenshot shows the Odyssey Manager interface with the 'Student Index' tab selected. The 'Search Criteria' section on the left includes dropdowns for 'Class' (All Classes) and 'Grade Level' (All Grade Levels), a text field for 'Name Contains', and radio buttons for 'Search By Student' (Name selected, ID unselected). Below these are checkboxes for 'Attributes' (Gender, Race/Nationality, Special Needs) and a 'Clear All' link. A green box highlights the 'Search' button. Annotations point to the 'Name Contains' field, the 'Name' radio button, and the 'Search' button. A text box on the right says 'Enter the specific criteria you would like to refine your search and click Search to display the results.' A table on the right displays search results with columns: First Name, Last Name, User Name, and Grade. The table lists six students: John Adams (johnadams), Samuel Adams (sadam), Benjamin Franklin (benfranklin), Sarah Polk (sarahpolk), Harriet Tubman (htubman), and Julia Ward Howe (jwardhowe). A line points from the text 'Odyssey Manager returns student names in the grid that match the criteria you entered.' to the table.

Enter student name (or partial name); student user name (or partial user name); or entire ID.

Search by **Student Name** or **Student ID**. Click **Name** or **ID** and then enter the text to locate.

After you have selected the desired filters, click **Search**.

Enter the specific criteria you would like to refine your search and click Search to display the results.

<input type="checkbox"/>	First Name	Last Name	User Name	Grade
<input type="checkbox"/>	John	Adams	johnadams	5
<input type="checkbox"/>	Samuel	Adams	sadam	5
<input type="checkbox"/>	Benjamin	Franklin	benfranklin	5
<input type="checkbox"/>	Sarah	Polk	sarahpolk	5
<input type="checkbox"/>	Harriet	Tubman	htubman	5
<input type="checkbox"/>	Julia	Ward Howe	jwardhowe	5
<input type="checkbox"/>	George	Washington	gwwashington	5

Odyssey Manager returns student names in the grid that match the criteria you entered.

District administrators search all schools in the district; school administrators search all classes in the school; and teachers search their own classes.

Student Users

When students log into Odyssey, they will see a student's launch pad that corresponds to the grade level that is set in their student profile. The following examples display launch pads for four students in four different grade levels: PreK, third, sixth, and ninth. Note how the interface, while including the same elements, changes in design depending on the student's grade level. A student's launch pad may display assignments (circled in orange) and other available activities (circled in blue).

Levels PreK through 2



Levels 3 through 5



Levels 6 through 8

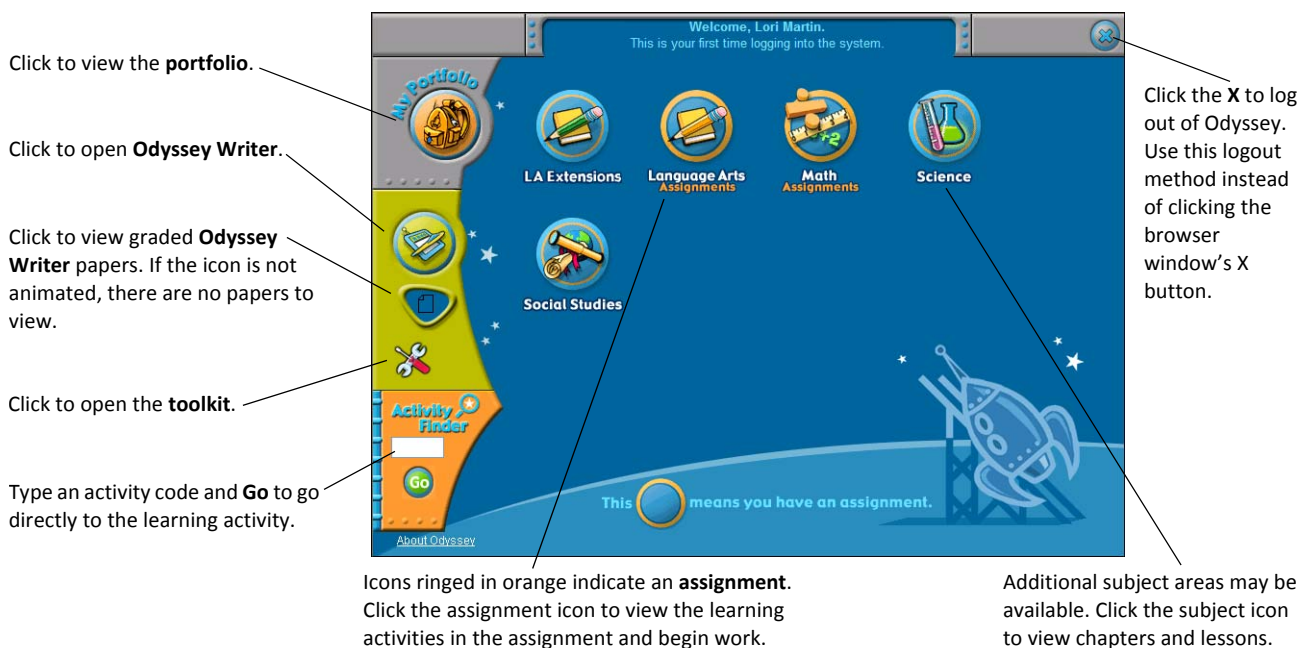


Levels 9 through 12



Student's Launch Pad

The Odyssey student's launch pad includes these icons and navigation options:



From the student's launch pad, a student can navigate to an assignment—denoted by an orange ring around the icon—within a subject area. Any additional subject icons depend on the student's profile defined when the student's record was created. Depending on your site's licensing, a student may see these subject areas:

Algebra I	English I	Honors Algebra	Physical Science	Thematic Projects
Algebra II	English II	LA Extensions	Physics	Trigonometry
Biology	English III	Language Arts	PlayBox Theme Time	US Government
Brain Buzzers	English IV	Macroeconomics	Public Speaking	US History I
Chemistry	Focus Algebra	Matematicas	Science	US History II
ELL Elementary	Focus Math	Math	Social Studies	World History
ELL Secondary	Geometry	Microeconomics		

Odyssey Writer

Odyssey Writer, when enabled for a student, is a tool for writing projects. Students may launch Odyssey Writer through an assignment; or students may start the tool by clicking the launch pad icon. When a teacher returns a graded Odyssey Writer assignment to a student, the icon below the Odyssey Writer icon is animated.

NOTE The Odyssey Writer icons differ depending on the grade level of the student user.

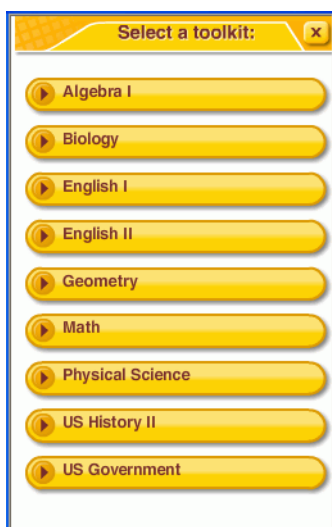
For grades PreK–2: Odyssey Writer is available on the student launch pad only after the teacher has evaluated and returned the student's first Odyssey Writer project.

Toolkit

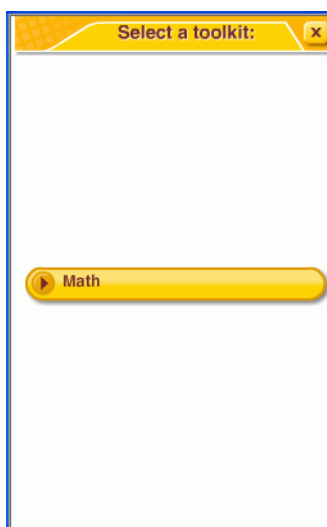
The Odyssey toolkit includes student resources for the following subject areas (depending on your site's licensing). Students with access to these subject areas will see the toolkit on their launch pad and will be able to access the full toolkit at any time during an Odyssey session.

Algebra I	English I	Focus Algebra	Physical Science	US History I
Algebra II	English II	Focus Math	Physics	US History II
Honors Algebra	English III	Geometry	Trigonometry	World History
Chemistry	English IV	Math	US Government	

Toolkit resources depend on the subject area and include, among others, glossary, Odyssey Writer templates, calculator, algebra tiles, base ten blocks, counters, conversion chart, periodic table, formula chart, and postulates and theorems. Opening the toolkit from the student launch pad displays the full set of resources. Opening the toolkit from within an assignment displays the toolkit based on the assignment's subject.



Toolkit available from the student's launch pad



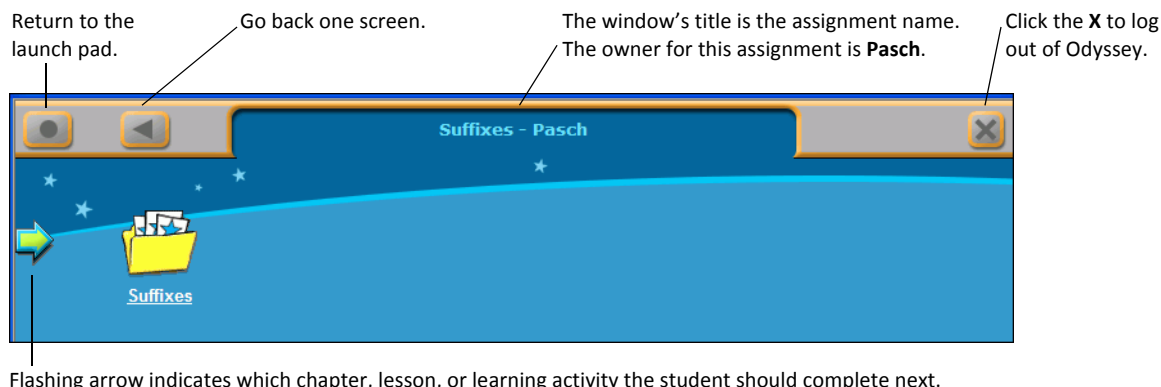
Toolkit available from a math assignment



Resources in the math toolkit

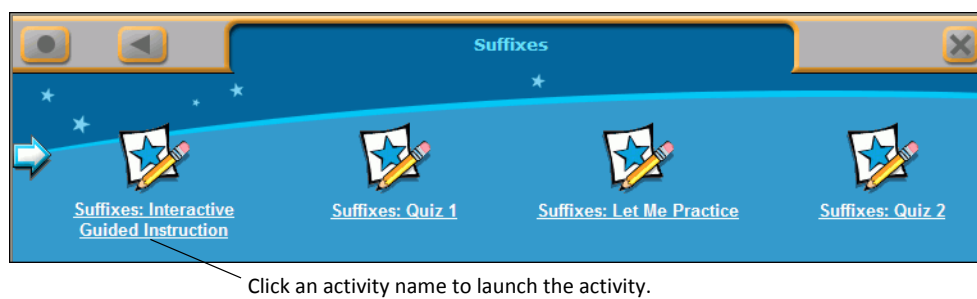
Assignments on the Student's Launch Pad

Navigating to a subject area with an assignment displays one or multiple assignment folders. The **Suffixes** assignment in the following example includes one assignment folder.



NOTE Ensure that students use the back, forward, and logout buttons from within the Odyssey application. Using the browser controls may cause students to lose assignment or test data.

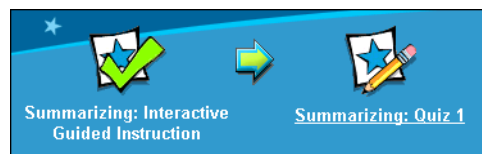
The **Suffixes** assignment includes four learning activities.



Odyssey presents activities to students in one of three modes:

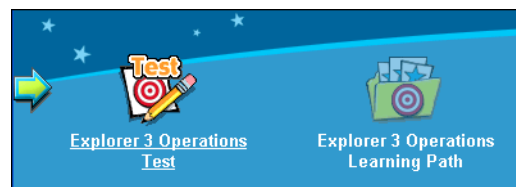
- **Sequential mode** presents tasks to a student in the defined order, returning to the student's launch pad after each task.
- **Self-select mode** lets a student perform tasks in any order.
- **Auto-launch mode** presents tasks to a student in the defined order, without returning to the student's launch pad after each task.

When a student has completed a learning activity, a checkmark is displayed over the icon. The example at right displays a student's launch pad after the student has completed one learning activity in a sequential or self-select mode assignment. In a sequential assignment, the student will be able to select only the next activity; Quiz 1 in the example. In a self-select assignment, the student may choose a different activity.

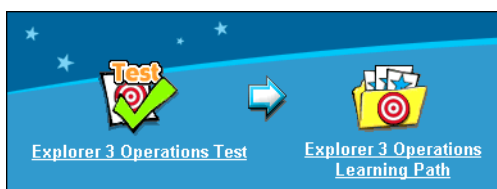


A **learning path folder** includes activities Odyssey identifies to teach the objectives a student has not mastered in an objective-based test.

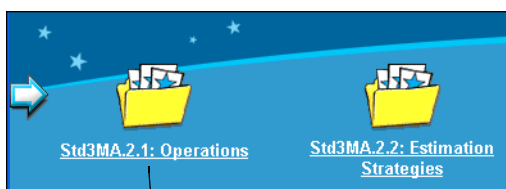
In the example at right, the assignment begins with an objective-based test, a test that evaluates an objective against the passing score to diagnose a student's strengths and weakness. In the example (right), the learning path folder is dimmed (unavailable) because the student has not yet taken the test. Odyssey uses the test results to build the learning path with appropriate activities.



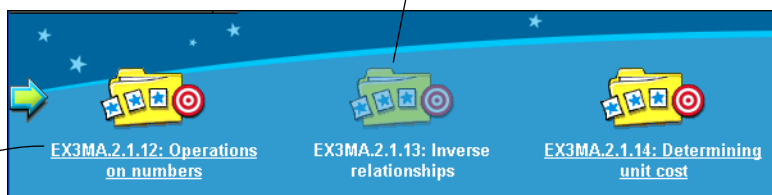
The following screen displays the learning path folder after the student has taken the test. Opening the learning path folder may display additional folders.



Clicking the **Explorer 3 Operations Learning Path** folder (left) displays two subfolders (below left). The **Std3MA.2.1: Operations** folder includes three subfolders (below right). Clicking the **EX3MA.2.1.12: Operations on numbers** folder displays learning activities, as shown in the bottom screen below.



Because the student mastered this objective in the test, the corresponding activity in the learning path folder is dimmed.



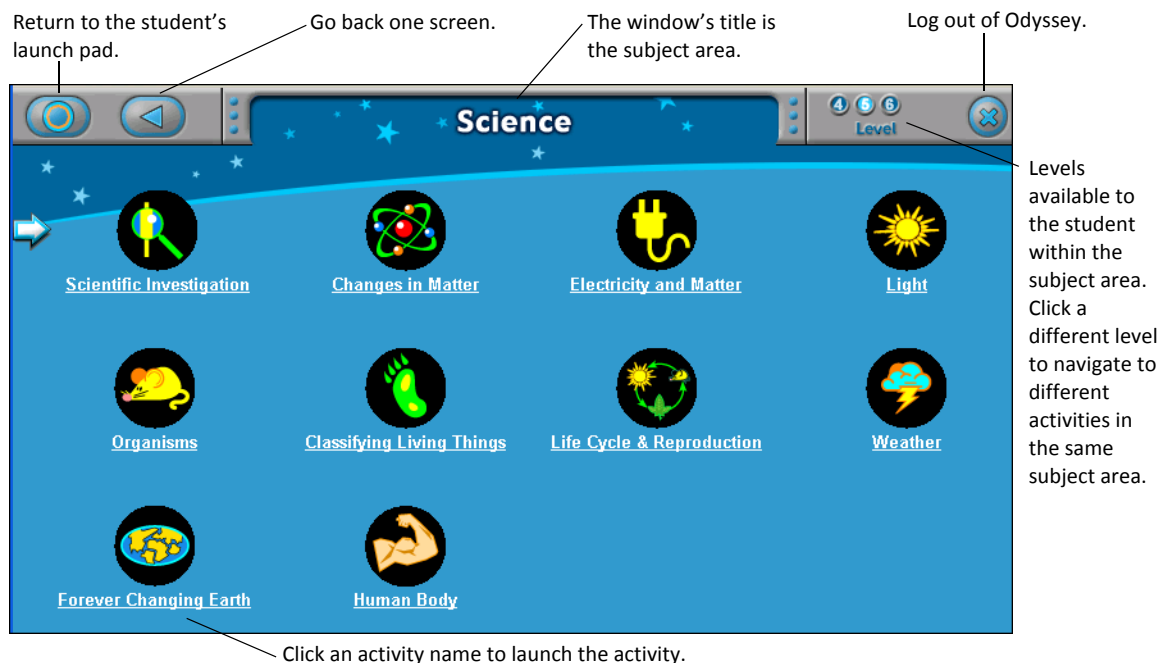
As students complete learning activities, their launch pad reflects their progress by displaying checkmarks over completed activities. If a student masters an objective in the test, the corresponding activity in the learning path folder will remain dimmed. The following sample learning path displays activities in various stages of completion and mastery.



NOTE To learn more about types of assignments and building assignments, see [Assignments](#) on page 37.

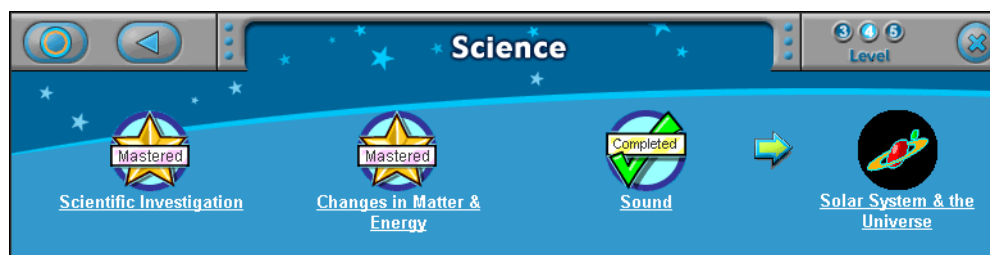
Subject Area Activities for Students

Navigating to a subject area that is not an assignment displays a screen with learning activities that are not assigned.



NOTE The additional levels available to a student depend on the level set in a student's profile. Additionally, a student will see a level above and below the current level only if the curriculum is available and the school is licensed for the levels.

When a student completes a learning activity, a star or a green check mark is displayed over the activity icon. A **Mastered** icon indicates that the student has mastered that chapter in the chapter test.



Student Portfolio

The student's individual portfolio displays a student's recent work, assignments, and scores, organized in the following tabs:

- **Recent Work** displays activities the student has worked on the current day, the current day plus the past week, or the current day plus the past 31 days.

- **Assignments** displays the student's assignments in progress, completed, and not started for today plus the past 365 days.
- **Reports** displays the Student Score Report.

NOTE **Recent Work** displays student status for **activities**; **Assignments** displays student status for **assignments**.

To access the portfolio, a student clicks the backpack icon from the launch pad.

Recent Work

The following sample portfolio displays **Recent Work** for John Adams.

John Adams (johnadams)
Student Portfolio

Recent Work Assignments Reports Help

Attendance
Last Login: 2/26/2009

John Adams (johnadams)'s Recent Work for period 2/3/2009 to 3/6/2009

Activity Name	Type	Subject	Date	Score	Status
Crystal Lake		Language Arts	2/26/09 12:42:36 PM	N/A	
Spring Break 2009		Language Arts	2/26/09 11:43:18 AM	N/A	
Spring Break		Language Arts	2/25/09 5:07:51 PM	N/A	
Explorer 5 Writing Strats Test		Language Arts	2/25/09 4:31:58 PM	N/A	
Password, Please - 40897		Math	2/25/09 11:36:50 AM	100%	
Explorer 5 Algebra Test		Math	2/24/09 3:19:47 PM	43%	

Click X to log out.

Click a column heading to sort.

Status icons display progress.

Click a score to display the summary.

Icons denote the type of learning activity.

Click to display student's work on activities from:

Today Week Month

Click to display the icon key.

Icon Key

Activity Types

- Learning Activity
- Lesson Quiz
- Objective-based Test
- Odyssey Writer Activity
- Scored Learning Activity
- Chapter Test
- Authentic Task

Non-core Activity Types

- Learning Activity
- Lesson Quiz
- Objective-based Test
- Odyssey Writer Activity
- Scored Learning Activity
- Chapter Test
- Authentic Task

Status

- Complete
- Incomplete
- Not Started
- Suppressed

Close

Assignment Status

With the **Assignments** tab selected, assignment status is displayed.

Stanley King (stanleyking)
Student Portfolio

Recent Work Assignments Reports Help

Click the details link to view assignment activities.

Click to display status for assignments.

In Progress Completed All

Click **Details** to display more information about the assignment.

Assignments In Progress:

Assignment Name	Subject	Date	Level	Status	Teacher
Details Gr 5 Operations with LP	Math	3/28/09 9:10:52 PM	5		Brode
Details Operations Pretest	Math	3/28/09 6:52:24 PM	3		Pasch
Details Gr 5 Idioms	Language Arts	3/28/09 6:27:09 PM	5		Pasch

Gr 5 Idioms

Type	Task	Score	Completed	Status
R5044	Summarizing: Interactive Guided Instruction	N/A	03/28/09	
R5045	Summarizing: Quiz 1	N/A	N/A	
R5046	Summarizing: Quiz 2	N/A	N/A	
R5057	Plot: Interactive Guided Instruction	N/A	N/A	
R5058	Plot: Quiz 1	N/A	N/A	
R5059	Plot: Quiz 2	N/A	N/A	
R5048	Main Idea/Supporting Details-Non-Fiction: Interactive Guided Instruction	N/A	N/A	
R5049	Main Idea/Supporting Details-Non-Fiction: Quiz 1	N/A	N/A	
R5050	Main Idea/Supporting Details-Non-Fiction: Quiz 2	N/A	N/A	
R5051	Theme & Main Idea-Fiction: Interactive Guided Instruction	N/A	N/A	
R5052	Theme & Main Idea-Fiction: Quiz 1	N/A	N/A	
R5053	Theme & Main Idea-Fiction: Quiz 2	N/A	N/A	
R5069	Fact and Opinion: Interactive Guided Instruction	N/A	N/A	
R5070	Fact and Opinion: Quiz 1	N/A	N/A	
R5071	Fact and Opinion: Quiz 2	N/A	N/A	

NOTE An assignment's status is shown as not started (blank page icon) until a minimum of one task in the assignment is completed.

Student Score Report

The Student Score Report displays results for all completed activities, including:

- Learning activities
- Quizzes
- Chapter tests
- Objective-based tests
- Odyssey Writer projects

Choose to report on activity for **1 Week**, **1 Month**, or another **Date Range**.

Print from the PDF view.

1. Select a subject.

2. Select an activity type.

3. Select a date range.

4. Click Generate.

At the end of the report, you will see a summary.

Subject: Language Arts
Activity: All
Date Range: 1/1/2004 - 5/7/2009

Scoring Legend:
 ■■■■■■■■■■ Scored Activity
 ■■■■■■■■■■ Activity Passed
 ■■■■■■■■■■ Activity Failed
 ■■■■■■■■■■ No score

Activities	Completed Date	Completed Time	Score	Status	Duration (hh:mm:ss)
Chapter: 19 Varieties of Gazelle - ILA (Language Arts, 8)					
Lesson: After Reading					
Vocabulary Check: 19 Varieties of Gazelle - 8305	10/01/2005	2:49 PM	80%	■■■■■■■■■■	00:03:54
Chapter: African American Poetry - ILA (Language Arts, 4)					
Lesson: Language Arts					
Word Analysis: Getting Back to My Roots (root words, suffixes, prefixes) - 41309	07/17/2008	6:26 AM	89%	■■■■■■■■■■	00:15:46
Chapter: Mother and Daughter - ILA (Language Arts, 5)					
Lesson: After Reading					
Comprehension 1: Mother and Daughter (cause and effect) - 56358	02/09/2005	8:42 AM	80%	■■■■■■■■■■	00:02:27

Type	Number Complete	Average	Status	Average Time
Learning Activity	14	52%	■■■■■■■■■■	00:05:47
Lesson Quiz	0	N/A	■■■■■■■■■■	N/A
Chapter Test	0	N/A	■■■■■■■■■■	N/A
Objective-based Test	3	32%	■■■■■■■■■■	00:01:55
Odyssey Writer Project	3	N/A	■■■■■■■■■■	00:05:18

Parent Access

With Odyssey, schools can encourage parents to access their child's Odyssey accounts. With a parent user name and password defined, parents have access to the student's individual portfolio of a student's recent work, assignments, and scores, organized in the same tabs as the student portfolio. Access to their student's Odyssey portfolio lets parents view recent work, assignments, and attendance within Odyssey, helping meet Title IV requirements.

NOTE Parents who have questions about using Odyssey or require a login to access the Odyssey system can contact their child's teacher. Parents with multiple students using the Odyssey system require separate logins for each student.

Recent Work—Parent View

Selecting the **Recent Work** tab displays activities the student has worked on the current day, the current day plus the past week, or the current day plus the past 31 days.

- To preview an activity, click the activity name.

- To display the questions and answers to a quiz or chapter test, click the score (not shown in the following example).
- To display the objectives tested and the score on an objective-based test, click the score.

When parents log into Odyssey, they are taken directly to the student portfolio, with **Recent Work** displayed.

Click X to log out.

John Adams (johnadams)
Student Portfolio

Recent Work Assignments Reports Help

Attendance
Last Login: 3/7/2009

Print

John Adams (johnadams)'s Recent Work for period 2/4/2009 to 3/7/2009

Activity Name	Type	Subject	Date	Score	Status
Crystal Lake		Language Arts	2/26/09 12:42:36 PM	N/A	
Explorer 5 Algebra Test		Math	2/24/09 3:19:47 PM	43%	
Explorer 5 Writing Strats Test		Language Arts	2/25/09 4:31:58 PM	N/A	
Password Please - 40897		Math	2/25/09 11:36:50 AM	100%	
Spring Break		Language Arts	2/25/09 5:07:51 PM	N/A	
Spring Break 2009		Language Arts	2/26/09 11:43:18 AM	N/A	

Display the student's work on activities from:

Today
Week
Month

Click to preview the activity.

Click a column heading to sort.

Status icons display progress.

Click a score to display questions and answers for quizzes and chapter tests; or objectives tested and the score for an objective-based test.

Click to display the icon key.

Icon Key

Activity Types

- Learning Activity
- Lesson Quiz
- Objective-based Test
- Odyssey Writer Activity
- Scored Learning Activity
- Chapter Test
- Authentic Task

Non-core Activity Types

- Learning Activity
- Lesson Quiz
- Objective-based Test
- Odyssey Writer Activity
- Scored Learning Activity
- Chapter Test
- Authentic Task

Status

- Complete
- Incomplete
- Not Started
- Suppressed

Close

Assignments—Parent View

Selecting the **Assignments** tab displays the student's assignments in progress, completed, and not started for today plus the past 365 days. Clicking **Details** for an assignment displays information about all of the activities in the assignment.

NOTE Recent Work displays student status for **activities**; **Assignments** displays student status for **assignments**.

Clicking **Details** for the desired assignment displays more information in the lower portion of the screen.

Click the details link to view assignment activities.

Display the student's work on assignments:

- In Progress
- Completed
- All

Click X to log out.

Click the activity name to preview the activity.

Click a score for an objective-based test, lesson quiz, or chapter test to display the summary.

Status icons display student progress on individual activities.

John Adams (johnadams) Student Portfolio						
Recent Work		Assignments		Reports		Help
Assignments In Progress:						
Assignment Name	Subject	Date	Level	Status	Teacher	
Details Gr 5 Writing Strategies w LP	Language Arts	2/27/09 4:20:03 PM	5		School GA	
Details Gr 5 Vocab with LP	Language Arts	2/27/09 4:04:46 PM	5		School GA	
Details Gr 5 Algebra with LP	Math	2/24/09 1:07:36 PM	5		School GA	
Details Gr 5 Writing Strategies with LP	Language Arts	2/24/09 1:06:54 PM	5		School GA	
Gr5 Algebra with LP						
Type	Task	Score	Completed	Status		
	Explorer 5 Algebra Test	43%	02/24/09			
	Lesson Quiz: Numeric Patterns	N/A	N/A			
	Quiz: Patterns in Algebra	N/A	N/A			
	Quiz: Arithmetic Patterns	N/A	N/A			
	Quiz: Geometric Patterns	N/A	N/A			
	Patterning Made Perfect	N/A	N/A			

Reports—Parent View

Reports lets parent users generate three reports:

- Attendance
- Duration
- Student Score

When parents first click the **Reports** tab, they will see the welcome screen.

Select a report type from this dropdown.

Report Criteria

Report Type

Select Report

Welcome to the Parent's Report Module

Here you can run reports on your student's performance in CompassLearning Odyssey. Read about the available reports below, and then select a report in the menu on the left. All reports can be printed.

Attendance Report: For any time period you select, this report shows how often your student has done work in the system each day and for how long each day.

Duration Report: For any time period you select, this report shows all the activities your student has completed and the time spent on each. You can view the activities and your student's answers on quizzes and tests.

Student Score Report: For any time period and subject you select, this report shows all the activities your student has completed, along with the time spent on each and the score. You can view your student's answers on quizzes and tests.

Attendance Report

The Attendance report displays—for each session—the number of logins and total time the student has worked in the system.

1. Select the report.

2. Select a time period.

3. Click Generate.

Print from the PDF view.

Click **Close** to return to the **Reports** welcome screen.

Rey Nunez (reyn)
Student Portfolio

Recent Work Assignments Reports Help

Attendance Report: Rey Nunez (reyn)

View as PDF Close

1 of 1

Date: 5/13/2009

Date Range: 3/1/2009 - 5/13/2009

Session Date	Number of Logins	Total Time
3/10/2009	2	00:53:13
3/11/2009	1	00:08:23
3/12/2009	1	00:02:16
3/13/2009	2	00:00:53
3/2/2009	3	00:08:01
3/6/2009	1	00:23:25
3/7/2009	5	00:29:12
3/8/2009	1	00:24:06
4/29/2009	1	00:11:18
Totals:	17	02:40:47

Duration Report

The Duration report displays—for a time period you select—all the activities the student has completed and the time spent on each. You can view the activities and the student's answers on quizzes and tests. To focus the information displayed, select a specific subject.

Print from the PDF view. Click **Close** to return to the **Reports** welcome screen.

1. Select the report.
2. Select a subject.
3. Select a time period.
4. Click Generate.

Duration Report: Rey Nunez (reyn)

Subject: English I
Date Range: 3/1/2009 - 3/31/2009
Date: 5/13/2009

English I Level HS	Number of Completions	Completed Date	Completed Time	Time on Task(hh:mm:ss)
Introduction to Greek Mythology - E1813	1	03/06/2009	3:20:15 PM	00:20:15
Total Time spent in English I Level HS				00:20:15

Click an activity name to preview the activity.

Student Score Report

The Student Score report displays—for a time period you select—scores for all of the activities the student has completed, along with the time spent on each. You can view the student's answers on quizzes and tests. To focus the information displayed, select a specific subject and activity.

Print from the PDF view. Click **Close** to return to the Reports welcome screen.

1. Select the report.
2. Select a subject.
3. Select an activity.
4. Select a time period.
5. Click Generate.

Click an activity name to preview the activity.

Click a score for an objective-based test, lesson quiz, or chapter test to display the summary.

Activities	Completed Date	Completed Time	Score	Status	Duration (hh:mm:ss)
Chapter: Ancient Civilization (Social Studies, 4)					
Lesson: Mesopotamian Geography					
Mesopotamian Geography	03/16/2004	12:42 PM	60%	Activity Failed	00:01:09
Chapter: Changes in Matter & Energy (Science, 4)					
Changes in Matter & Energy	04/14/2004	2:42 PM	80%	Activity Passed	00:02:16
Changes in Matter & Energy	04/22/2004	1:06 PM	25%	Activity Failed	00:01:15
Lesson: Chemical Changes in Matter					
Chemical Changes - 352	04/14/2004	12:42 PM	N/A	No score	00:00:23
Chemical Changes in Matter - 736	04/14/2004	1:06 PM	N/A	No score	00:00:21
Chapter: Comprehend & Respond - Extension (LA Extensions, 4)					
Lesson: Vocabulary Unit 1					
Vocabulary: A Number of Things - 389	04/08/2004	10:20 AM	N/A	No score	00:00:19

A summary is displayed at the end of the report.

Nunez, Rey (reyn) Summary				
Type	Number Complete	Average	Status	Average Time
Learning Activity	27	36%	Activity Failed	00:02:60
Lesson Quiz	9	46%	Activity Failed	00:00:50
Chapter Test	8	76%	Activity Passed	00:02:32
Objective-based Test	2	85%	Activity Passed	00:02:12
Odyssey Writer Project	1	N/A	No score	00:04:47

Status is displayed as a horizontal bar that is proportional in length to the score. The bar's color denotes mastery status.

FAQs

Logging in and out

I see a blank browser window after logging into Odyssey.

After clearing cookies, cache, or history on your workstation, you may see a blank browser window when you log into Odyssey. Minimize the blank window and look for a prompt similar to the following:

When you send information to the Internet, it might be possible for others to see that information. Do you want to continue?



Click **Yes** and restore the browser window.


Pop-up blockers may also cause a browser window to be blank. Watch for the yellow information bar to see if the browser prevented the site from opening a pop-up window. Also see this FAQ [on page 26: My pop-up blocker is preventing Odyssey from opening windows.](#)

I logged into Odyssey, but I don't see the launch pad.

If the launch pad does not appear after you log in, it may be hidden behind the login screen. Minimize the login screen or select the launch pad from the taskbar at the bottom of the screen.

How do I log out of Odyssey?

When exiting, click the launch pad **X**  button; do not click the browser close (X)  button.

To close the student portfolio, click the portfolio **X**  button.

Using Odyssey

How does a student complete a test or quiz?

Use the Odyssey **Stop**, **Exit**, **Turn In**, and **Continue** buttons after completing tests and quizzes. If you use the browser window's **X** button to close a completed test or quiz window, you may see unexpected results when you next log into Odyssey.

Browsers

May I adjust the text size in my browser?

Adjusting the text size to **Largest** in Internet Explorer may result in less than optimal screen display. Set the text size to **Medium** in Internet Explorer.

The taskbar is in front of my Odyssey screen.

The Windows XP taskbar may partially obscure Odyssey screens. To auto-hide the taskbar, right-click the taskbar and click **Properties**. In the **Properties** dialog box, check **Auto-hide the taskbar**, and click **OK**. The taskbar remains hidden but pops up when you move the cursor to the bottom of the screen.

The control strip is in front of my Odyssey screen.

On Mac machines, it is recommended that you minimize the control strip on the desktop.

May I maximize Odyssey screens?

You can maximize or resize most Odyssey screens. CompassLearning recommends that you leave the screens at their default and original size.

My pop-up blocker is preventing Odyssey from opening windows.

Disable any third-party pop-up blocker installed on a workstation. The pop-up blocker in Windows XP SP2 must also be disabled. Odyssey requires the capability to have at least two browser windows open simultaneously.

Shortcuts and Key Combinations**May I use keyboard shortcuts?**

When you are using Odyssey, avoid browser keyboard shortcuts, such as F11, F3 (find), and F5 (refresh). Instruct students to use the Odyssey navigation buttons instead of the function keys (keys across the top of the keyboard). One exception to this is using the F8 function key for displaying closed captions in the Language Arts 3-8 activities.

Does Odyssey offer closed captions?

Yes, for Odyssey Language Arts 3-8 activities in these chapters:

- Vocabulary Skills
- Process Skills: Think Alouds
- Comprehension
- State Simulation Assessments

To display closed captions for these activities, students may press the F8 function key.

May I use the Delete key?

When you are using Odyssey, do not press the Delete key. Use Odyssey's back buttons instead.

Does Odyssey use right-click or Control-click shortcuts?

When you are using Odyssey, do not use right-click (Windows) or Control-click (Mac) shortcuts. Use Odyssey's buttons and menu items instead.

Does Odyssey respond to double-clicks?

Avoid multiple clicking in Odyssey. All Odyssey functions are initiated by single mouse clicks.

3 Classes and Students

Student Index

Use the **Student Index** to locate student records, filtering by class, grade level, name, student ID, and student attributes. District administrators search all schools in the district; school administrators search all classes in the school; and teachers search their own classes. The following sample screen displays the **Student Index** search screen for a teacher.

Use the **Student Index** to add a student to a class; attach attributes to a student record; or create a new student record.

Enter student name (or partial name); or student user name (or partial user name); or (entire) ID.

Search by **Student Name** or **Student ID**. Click **Name** or **ID** and then enter the text to locate.

Enter the specific criteria you would like to refine your search and click Search to display the results.

Searching the Student Index

- 1 In the navigation bar, click **Setup>Student Index**.
- 2 Select the desired filters and then **Search**.

The grid displays student records matching your search criteria.

Student Records

When you create a new student record, you will provide the following types of information:

- Personal information

- Student attributes
- Subject-level access

As a student uses Odyssey, the system collects information related to the student's activity: scores on learning activities, tests, and quizzes; number and dates of logins; amount of time spent in the system, among other data. This information is used in reports and also to populate the student's backpack. For this reason, it is important for each student to have a unique login. Updating a student record so that another student can use the login does not update the assignment history. That is, progress reports and the student backpack will still include status from the original student.

Your user profile determines the student profile information you can view and edit. A district administrator sets permission for school administrators and teachers. A school administrator sets permissions for teachers. See [User Accounts](#) on page 209.

Creating a new student record launches a wizard for you to enter information about the student in the following screens:

New Student

1 Personal Information **2 Attach Attributes** **3 Subject Level Access and Class Information**

First Name:
Middle Initial:
Last Name:
Grade: *
User Name: *
Password: *
Confirm Password: *
Student School ID:

Fields marked with an asterisk (*) are required.

Cancel **Next**

Parent Login
This login will allow access to this student's portfolio.
User Name:
Password:

Subject Level Access and Class Information

None	Honors Algebra	4	Brain Buzzers	4	Language Arts
4	LA Extensions	4	Math	None	MATEMATICAS
4	Science	4	Social Studies	4	Thematic Projects

Gender
☐ Male
☐ Female

Race/Nationality
☐ American Indian/Alaska Native
☐ Asian/Pacific Islander
☐ Hispanic
☐ Black/Non-Hispanic
☐ White/Non-Hispanic
☐ Other Race or Ethnicity

Special Needs
☐ Speech
☐ LD

Sociological/Economic
☐ ESL/ESOL/ELL/LEP
☐ Title I Math
☐ Title I Reading
☐ Free or Reduced Lunch
☐ Economically Disadvantaged
☐ Migrant

Intervention
☐ Tier 1
☐ Tier 2
☐ Tier 3

Other
☐ Attendance Concern
[Clear All](#)

Cancel **Back** **Next**

Enter a student's personal information in this screen. The **Grade**, **User Name**, **Password**, and **Confirm Password** fields are required.

Use the **Attributes** screen to attach student attributes to the student's record. Attributes are useful when filtering data for reports.

By default, subject-level access is defined based on the grade specified in the **Personal Information** screen. Students can access content one level above and one level below the specified level (if there is curriculum at that level).

Depending on content your site has purchased, your subject-level access may include different content.

Student User Profiles

The following table describes the personal information you will provide when creating a new student record.

BEST PRACTICE Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).

Student Information	Description
First Name Last Name	Strongly recommended for generating meaningful reports. Also, when a student is inactive—through graduation, transfer, or deletion—the first and last name are an important means of identifying the student. First and last names can be up to 30 characters in length.
Middle Initial	Optional one-character field.
Grade	Required field. From the dropdown list, select one value from PreK through High School.
User Name	Required field. The student uses the User Name to log into Odyssey. User names can be up to 30 characters in length and must be unique. Consider using the Student School ID for the user name. Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephdsmith).
Password	Required field. Passwords can be as short as one character and up to 30 characters in length. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! _ ~ etc.; periods. Although passwords are not required to be unique, setting up unique passwords helps to ensure that the account is not accessed by someone other than the user.
Student School ID	Optional field. Each student's Student School ID must be unique and can be up to 256 characters in length. An example of a common value is the student's social security number. No special formatting is required. NOTE: For sites using the Test Translator, the Student School ID is required.
(Parent) User Name (Parent) Password	Unique user name and password that lets parents monitor their child's portfolio. For security, each parent use name connects to only one student.

Student Attributes

The following table describes optional student attributes:

Student Attributes	Description
Gender	Select Male or Female .
Nationality	Select one ethnicity from these options: <ul style="list-style-type: none">• American Indian/Alaska Native• Asian/Pacific Islander• Hispanic• Black/Non-Hispanic• White/Non-Hispanic• Other Race or Ethnicity

Student Attributes	Description
Special Needs	Select one or more attributes these options: <ul style="list-style-type: none">• Speech• Learning Disabled (LD)• Physically Challenged• Exceptional Student Education (ESE)/Special Education—includes all categories of children with special needs• Hearing Impaired• Gifted
Sociological/Economic	Select one or more attributes these options: <ul style="list-style-type: none">• English Second Language (ESL)/English for Speakers of Other Languages (ESOL)/English Language Learners (ELL)/Limited English Proficiency (LEP)• Title I Math• Title I Reading• Free or Reduced Lunch• Economically Disadvantaged• Migrant
Intervention	Select one intervention level from these options: <ul style="list-style-type: none">• Tier 1• Tier 2• Tier 3
Other	Select one or more attributes from these options: <ul style="list-style-type: none">• Attendance Concern• Continuous Enrollment—Indicates student enrollment from the previous year. Applying end-of-year changes automatically sets this attribute. The attribute is not transferable.• After School Programs

Creating a New Student Record

- 1 In the navigation bar, select **Setup>Student Index**.
- 2 From the **Student Index** search screen, click **New Student**.
- 3 The **New Student** wizard displays the **Personal Information** screen. Enter the student's login information, remembering that **User Name**, **Password**, and **Grade** are required. Also, **First Name** and **Last Name** are strongly recommended for generating meaningful reports.
- 4 When finished, click **Next**.
- 5 From the **Attach Attributes** screen, check the appropriate student attributes and then **Next**.
- 6 From the **Subject Level Access and Class Information** screen, review the default access available to the student, making changes as desired.
- 7 When finished, click **Save**.

NOTE With Autofill or AutoComplete turned on in your browser, student information may be completed incorrectly. Consider turning off Autofill and AutoComplete in your browser settings.

Deleting a Student Record

► For District Administrators

NOTE District administrators may grant school administrators and teachers permission to delete student records from the school roster. See [User Accounts on page 209](#).

- 1 In the navigation bar, select **Setup>Student Index**.
- 2 From the **Student Index** search screen, select the desired search criteria and then **Search**.
The grid displays student records matching your search criteria.
- 3 Check one or multiple student records that you want to delete.
- 4 When finished, click **Delete**.
A dialog box requests confirmation to delete the student records.
- 5 To delete the student records, click **OK**.

NOTE The maximum number of student records you can delete in one operation is 1000. To delete more than 1000 student records, perform the operation multiple times.

Updating a Student Record

CAUTION Do not reuse a login by changing the student's name and user name. Instead, create a new student record. Updating a student record for another student retains assignment history associated with the previous student. This means that progress reports and the student backpack will still include status from the previous student.

- 1 In the navigation bar, select **Setup>Student Index**.
- 2 From the **Student Index** search screen, select the desired search criteria and then **Search**.
The grid displays student records matching your search criteria.
- 3 Click the desired student's user name. The user name is displayed as a link in the **User Name** column.
The selected student's profile displays the **Personal Information** screen.
- 4 Make changes to this screen and then **Next**.
- 5 From the **Attach Attributes** screen, check or uncheck the desired student attributes and then **Next**.
- 6 From the **Subject Level Access and Class Information** screen, make changes to the content that is available to the student, remembering that available content is determined by content purchased by your site.
- 7 When finished, click **Save**.

Classes

A class includes one or multiple students and belongs to a teacher, who teaches in a school. The following sample screens display Teacher Sandy Pasch's classes:

Teacher Sandy Pasch has two classes.

To display students in a class, click the class name in the grid or in the tree.

Edits the teacher's profile.

Creates a new class for this teacher.

Edits the class name.

Use these buttons to manage students in the class.

Displays the student's profile.

With the class record displaying the student names, the command buttons function as follows:

Button	Description
Delete	Deletes the student record from Odyssey. NOTE: District administrators may grant school administrators and teachers permission to delete student records from the school roster. See User Accounts on page 209 .
Remove	Removes the student record from the class. The student record remains in Odyssey and is available to be added to another class.
Add Student	Adds an existing student record to the current class.
Add New Student	Lets you create a new student record and add it to the current class.

Creating a New Class

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 Click **New Class**.

- 3 With the **New Class** dialog box displayed, enter a unique class name.

BEST PRACTICE To ensure that the entire class name is displayed in reports, limit the name to no more than 35 characters.

- 4 When finished, click **Next**.
- 5 From the **Attach Attributes** screen, check the appropriate student attributes and then **Next**.
- 6 From the **Subject Level Access and Class Information** screen, review the default access available to the student, making changes as desired.
- 7 When finished, click **Save**.

Adding an Existing Student Record to a Class

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 Click **Add Student**.
- 3 The **Student Index** displays the search screen for you to locate the student record that you want to add to the class. Select the desired filters and then **Search**.

The grid displays student records matching your search criteria.

- 4 Check one or multiple students and then **Add Selected Students**.

Odyssey displays the class account, including the newly added student.

Adding a New Student Record to a Class

BEST PRACTICE Limit the number of students in each class to 150.

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 Click **Add New Student**.
- 3 The **New Student** wizard displays the **Personal Information** screen. Enter the student's login information, remembering that **User Name**, **Password**, and **Grade** are required. Also, **First Name** and **Last Name** are strongly recommended for reporting.
- 4 When finished, click **Next**.
- 5 From the **Attach Attributes** screen, check the appropriate student attributes and then **Next**.
- 6 From the **Subject Level Access and Class Information** screen, review the default access available to the student, making changes as desired.
- 7 When finished, click **Save**.

Removing a Student Record from a Class

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

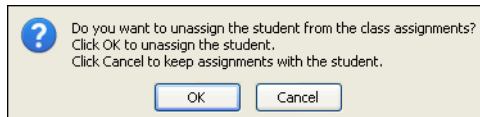
Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 Check one or multiple students and then **Remove**.



- 3 At the displayed confirmation dialog box, click **OK**.

A second confirmation dialog box is displayed.



- 4 To unassign class assignments this student has received, click **OK**.

OR

For the student to working on the assignments, click **Cancel**.

Odyssey displays remaining student records in the class account.

Updating a Class Name

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 In the tree, click the class name and above the grid, click **Edit**.

Class information and enrollment

Account: COUNTY TRAINING LAB
Class: LA3Pasch-Zilker **EDIT**

Delete Remove Add Student Add New Student

<input type="checkbox"/>	First Name	Last Name	User Name	Grade
<input type="checkbox"/>	Emma	Brode	ebrode	3
<input type="checkbox"/>	Nicholas	Ralfs	nralfs	3

- 3 The **Edit Class** dialog box is displayed. Enter the new class name and then **Save**.

Deleting a Class

- 1 Navigate to the teacher's **Setup** screen.

District administrators: In the navigation bar, select **Setup>My Schools** and then select the teacher's name in the tree, opening the appropriate school in the tree.

OR

School administrators: In the navigation bar, select **Setup>My School** and then select the teacher's name in the tree.

OR

Teachers: In the navigation bar, select **Setup>My Classes**.

- 2 Check one or multiple classes and then **Delete**.

Delete New Class

☐ Class

☒ LA3Pasch-Zilker

☐ MA3Pasch-Zilker

- 3 At the displayed confirmation dialog box, click **OK**.

A second confirmation dialog box is displayed.

Do you want to unassign the student from the class assignments?
Click OK to unassign the student.
Click Cancel to keep assignments with the student.

OK Cancel

4 To unassign class assignments this student has received, click **OK**.

OR

For the student to continue working on the assignments, click **Cancel**.

4 Assignments

An **assignment** is a collection of one or multiple learning activities, quizzes, and tests.

Creating and assigning activities is a key component of a teacher's work with Odyssey Manager. Tasks include:

- Becoming familiar with available curriculum.
- Assigning learning activities, quizzes, chapter tests, and objective-based tests.
- Building, assigning and maintaining assignments.
- Monitoring class progress and assignment status.

The **Assignment Archive** manages assignments for district and school administrators and teachers. Access to Assignment Archive features depends on your user role. *All users* can access all assignments in the system, viewing the name, subject, level, owner, and modification date. *Administrators* can edit assignment properties and delete assignments. *Teachers* can edit and delete their own assignments and give assignments to their students.

Learning Paths

Some assignments may include a **learning path**, a set of activities Odyssey identifies to cover the objectives a student has not mastered in an objective-based test, an exit exam (for high-school level curriculum), or a test external to Odyssey Manager. The objective-based test may be administered by the teacher through the Explorer curriculum, or the test may be created with custom assessment objectives. Also, a teacher may administer an exit exam as part of an Odyssey high school course. Alternatively, in schools that have purchased support for Odyssey's Test Translator, the test is administered outside of Odyssey Manager. Administrators use Test Translator to import test results into Odyssey Manager and a learning path is automatically created based on the results of the NWEA or state test.

NOTE A learning path that Odyssey creates may include curriculum or curriculum levels that a school has not purchased. Students have access to the curriculum, but you can edit only those assignments with curriculum and curriculum levels that your school has purchased.

Consider this example: A school has purchased level 4-8 language arts. Students in grade 4 take an NWEA test, the results of which are imported into Odyssey. Based on the NWEA test results imported with Test Translator, Odyssey prescribes a learning path with grade 3 language arts activities. Although the students have access to the grade 3 language arts curriculum, neither the learning path nor the assignments at the grade 3 level can be edited.

For more information about objective-based tests and Odyssey assessment solutions, see [Assessments on page 74](#). For more information about Test Translator, see [Test Translator on page 272](#).

Curriculum

To gather information before you build an assignment, you may browse the Curriculum Index by selecting **Content>Curriculum Index**. Additionally, you may generate the following reports, also available in the **Content** area of Odyssey Manager: **Content>Resources>Reports**.

- **Curriculum Report** on page 178
- **State Correlation Report** on page 182

Browsing the Curriculum Index

► For Teachers and Administrators

Use the **Curriculum Index** to browse Odyssey curriculum and assessment material before you create an assignment. Browse curriculum by sequences, skills, or state standards. As you plan your assignment, use the index to view the contents of prescriptive folders and learning paths and preview specific learning activities, lesson quizzes, and chapter tests.

To browse the Curriculum Index, select **Content>Curriculum Index**.

NOTE The **Curriculum Index** is ordered by curriculum set. Your site's licensing determines the available curriculum.

The following example **Curriculum Index** displays learning activities for Level 4 Math. The curriculum tree is opened to display chapter folders, and the **Number Theory and Systems** chapter folder is opened to display assignment folders. With the **Standard and Expanded Form** lesson folder selected in the tree, you can see the activities contained in the folder in the grid.

The screenshot shows the Odyssey Curriculum Index interface. The top navigation bar includes links for Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. The main header is "Curriculum Index" with a "Help" button. Below the header, there are tabs for "Odyssey Curriculum" and "Explorer". A search bar is present with a "Reset" button and a "Search" button. The left sidebar shows a curriculum tree with "Math" selected, and "Level 4 Math" expanded. Under "Level 4 Math", "Number Theory and Systems" is selected, and "Standard and Expanded Form" is expanded. The main content area displays a table of activities for "Level 4 Math: Number Theory and Systems: Standard and Expanded Form".

Type	Activity Name
40909	Standard Exchange
40910	Expanded Form Exploratory
40911	Expanded Form Handbook
	Lesson Quiz: Standard and Expanded Form

Annotations on the screenshot:

- Available curriculum sets determined by your site's licensing. (Points to the "Math" dropdown menu)
- Chapter Lesson (Points to the "Number Theory and Systems" folder in the tree)
- Search the index by sequences, skills, or standards. (Points to the search bar)
- Lesson Plan (with key) (Points to the "Standard Exchange" activity icon)
- Student Resource Page (Points to the "Expanded Form Handbook" activity icon)
- Scored learning activity (Points to the "Standard Exchange" activity icon)
- Quiz (Points to the "Expanded Form Exploratory" activity icon)
- Learning activity (Points to the "Expanded Form Handbook" activity icon)

Browsing by Keywords

When you are browsing curriculum, you can search broadly by subject and level and then by chapter and lesson, or you can use a keyword to narrow your search to specific objectives. View the contents of prescriptive folders and learning paths and preview specific learning activities, lesson quizzes, and chapter tests.

To search for specific objectives in a selected subject and grade level, type a keyword in the keyword field, and click **Search**.

To search the entire selected subject, click **Reset**—to remove the grade-level restriction—enter a different keyword if desired, and click **Search**. Results are limited to 25 pages.

Depending on the category, searching on keywords examines the following:

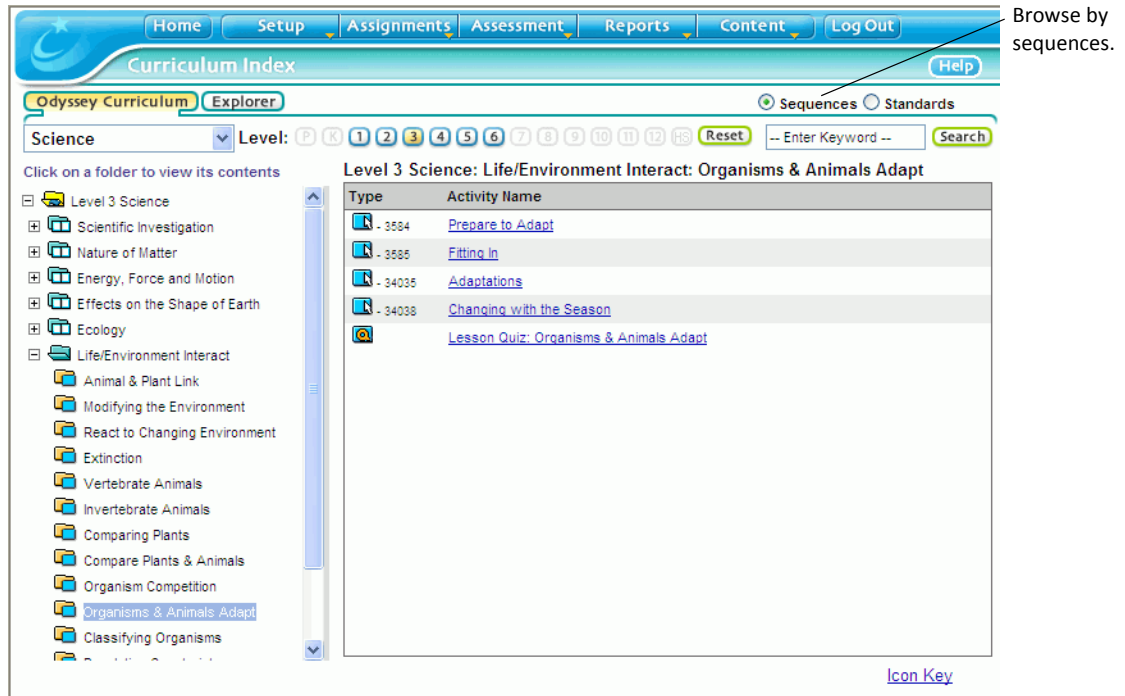
Category	Search behavior
Curriculum	<ul style="list-style-type: none">• Activity titles or descriptions• Lesson titles and descriptions• Chapter titles and descriptions
State standards	<ul style="list-style-type: none">• State standard keys or descriptions• Activity codes, titles or descriptions• Lesson titles and descriptions• Chapter titles and descriptions
Odyssey Explorer	<ul style="list-style-type: none">• Explorer test names• Strand codes and descriptions• Content standard codes and descriptions• Performance standard codes and descriptions

Browsing the Curriculum Index by Sequences

A **sequence** is the ordered collection of lesson folders, each containing one or multiple learning activities, quizzes, and tests.

The following example displays learning activities by sequences for Level 3 Science. The curriculum tree is opened to display chapter folders, and the **Life/Environment Interact** chapter folder is opened to display

assignment folders. With the **Organisms & Animals Interact** lesson folder selected in the tree, you can see the activities contained in the folder in the grid.



The screenshot shows the Odyssey Curriculum Explorer interface. At the top, there is a navigation bar with buttons for Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below this is the 'Curriculum Index' section with tabs for Odyssey Curriculum and Explorer. The Explorer tab is active, showing a 'Sequences' radio button selected and a 'Standards' radio button. Below the tabs, there is a 'Science' dropdown menu and a 'Level' dropdown menu with options from P to HS. A 'Reset' button and a 'Search' button are also present. On the left, a folder tree is displayed with the following structure:

- Level 3 Science
 - Scientific Investigation
 - Nature of Matter
 - Energy, Force and Motion
 - Effects on the Shape of Earth
 - Ecology
 - Life/Environment Interact
 - Animal & Plant Link
 - Modifying the Environment
 - React to Changing Environment
 - Extinction
 - Vertebrate Animals
 - Invertebrate Animals
 - Comparing Plants
 - Compare Plants & Animals
 - Organism Competition
 - Organisms & Animals Adapt
 - Classifying Organisms

The 'Organisms & Animals Adapt' folder is selected. On the right, a grid titled 'Level 3 Science: Life/Environment Interact: Organisms & Animals Adapt' displays the following activities:

Type	Activity Name
3584	Prepare to Adapt
3585	Fitting In
34035	Adaptations
34038	Changing with the Season
	Lesson Quiz: Organisms & Animals Adapt

A callout points to the 'Sequences' radio button with the text 'Browse by sequences.' At the bottom right of the grid, there is a link for 'Icon Key'.

1 In the navigation bar, select **Content>Curriculum Index**.

2 Select the desired curriculum set.

3 Select the desired subject and level.

A folder tree and a grid appear, displaying the chapters for the selected subject and level.

4 With the default **Sequences** mode selected, click a chapter title to view lessons in the chapter.

5 To view a lesson's learning activities, click the lesson title.

6 To preview the activity, click the activity's title.

7 To focus your search, type a keyword or activity code in the keyword field, and click **Search**.

The grid displays activities matching your keyword.

Browsing the Curriculum Index by Skills

The following example displays learning activities by skills for Level 7 Math. The curriculum tree is opened to display topic folders, and the **Probability** topic folder is opened to display skills. With the **Odds** skill selected in the tree, you can see the activities associated with the skill in the grid.

The screenshot shows the Curriculum Index interface. At the top, there is a navigation bar with buttons: Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below this is the 'Curriculum Index' header. The 'Odyssey Curriculum' tab is selected, and the 'Explorer' sub-tab is active. On the right, there are radio buttons for 'Sequences', 'Skills' (which is selected), and 'Standards'. Below these, there is a 'Math' dropdown menu and a 'Level:' dropdown menu with options from K to 12. A 'Reset' button and a search field with a 'Search' button are also present. On the left, a folder tree is displayed under the heading 'Click on a folder to view its contents'. The tree shows 'Level 7 Math' expanded, with sub-folders like 'Number Systems', 'Rational Operations', etc. The 'Probability' folder is expanded, showing 'Experimental Results', 'Probability', and 'Odds' (which is selected). The main grid on the right is titled 'Level 7 Math: Probability: Odds' and contains a table of activities.

Type	Activity Name
M7259	Show Me: Odds
M7260	Let Me Try: Odds
M7261	Quiz 1: Odds
M7262	Reteach: Odds
M7263	Let Me Practice: Odds
M7264	Quiz 2: Odds

An arrow points from the text 'Browse by skills.' to the 'Skills' radio button.

NOTE Browsing by skills is available only for curriculum with defined skills.

- 1 In the navigation bar, select **Content>Curriculum Index**.
- 2 Select the desired curriculum set.
- 3 Select the desired subject and level.
A folder tree and a grid appear, displaying the chapters for the selected subject and level.
- 4 Select the radio button for the **Skills** browse mode.
The tree and grid display skill topics for the selected subject and level.
- 5 To view a topic's skills, click the topic's title.
- 6 To view a skill's learning activities, click the skill's title.
- 7 To preview the activity, click the activity's title.
- 8 To focus your search, type a keyword or activity code in the keyword field, and click **Search**.
The grid displays activities that match your search request.

Browsing the Curriculum Index by State Standards

Standards are objectives that are grouped together based on instructional content.

The following example displays learning activities by state standards for Level 6 Social Studies in Nevada. The curriculum tree is opened to display lesson folders. With the **C6.5.1** lesson folder selected in the tree, you can see the activities associated with the state standard in the grid.

The screenshot shows the Odyssey Curriculum Explorer interface. At the top, there is a navigation bar with buttons for Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below this is the 'Curriculum Index' header. The 'Odyssey Curriculum' tab is active, and the 'Explorer' sub-tab is selected. On the right, there are radio buttons for 'Sequences' and 'Standards', with 'Standards' being selected. A callout arrow points to the 'Standards' radio button with the text 'Browse by state standards.' Below the radio buttons, there is a dropdown menu for 'Social Studies' and a 'Level:' dropdown with buttons for P, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and HS. The '6' button is highlighted. To the right of the level dropdown is a 'Reset' button and a search bar with a 'Search' button. On the left, there is a tree view titled 'Click on a folder to view its contents' showing a hierarchy of folders. The 'Level 6 Social Studies' folder is expanded, and the 'C6.5.1' folder is selected. On the right, there is a grid titled 'Level 6 Social Studies: C6.5.1' with columns for 'Type' and 'Activity Name'. The grid contains three rows of activities, each with a small icon, a number, and a title. At the bottom right of the grid is a link for 'Icon Key'.

Type	Activity Name
- 76194	Of the People, By the People Introduction & Resources
- 76171	The U.S. Government—How Does It Work?
- 76172	The U.S. Federal Government

NOTE Browsing by standards is available only for curriculum correlated to the state standards of the account.

- 1 In the navigation bar, select **Content>Curriculum Index**.
- 2 Select the desired curriculum set.
- 3 Select the desired subject and level.

A folder tree and a grid appear, displaying the chapters for the selected subject and level.

- 4 To display standards topics for the selected subject and level, click the **Standards** radio button.
- The tree and grid display lessons by standard for the selected subject and level.

- 5 To focus your search, specify a keyword or standard code as follows:

To search for specific standards in the selected grade level, type a keyword in the keyword field, and click **Search**.

OR

To search the entire grade level selected in step 3, clear the keyword field, and click **Search**. Results are limited to 25 pages.

OR

To search the entire subject selected in step 3, click **Reset** (removes the grade level restriction), clear the keyword field, and click **Search**. Results are limited to 25 pages.

NOTE If Odyssey does not find an exact match, a message will inform you that a partial match was found.

- 6 From the displayed grid, click an activity title to preview learning activities or lesson quizzes. If available, click the icons to view student worksheets and lesson plans.

Building Assignments

► For Teachers

Assignment Builder is available only to teachers. However, if you are an administrator and want to build an assignment, create a new teacher user that you can use for this purpose.

Building an assignment involves three general tasks:

Task 1: Select Curriculum and Activities below

Task 2: Refine the Assignment on page 50

Task 3: Finalize the Assignment on page 53

Task 1: Select Curriculum and Activities

Selecting the curriculum for your assignment involves these general steps:

- 1 Launch Assignment Builder by selecting **Assignments>Assignment Builder**.
- 2 Search for curriculum:
 - **Browsing Odyssey Curriculum by Sequences** below
 - **Browsing Odyssey Curriculum by Skills** on page 45
 - **Browsing Odyssey Curriculum by State Standards** on page 46

NOTE Browsing Odyssey curriculum within Assignment Builder uses the same process as browsing Odyssey curriculum in the Curriculum Index.

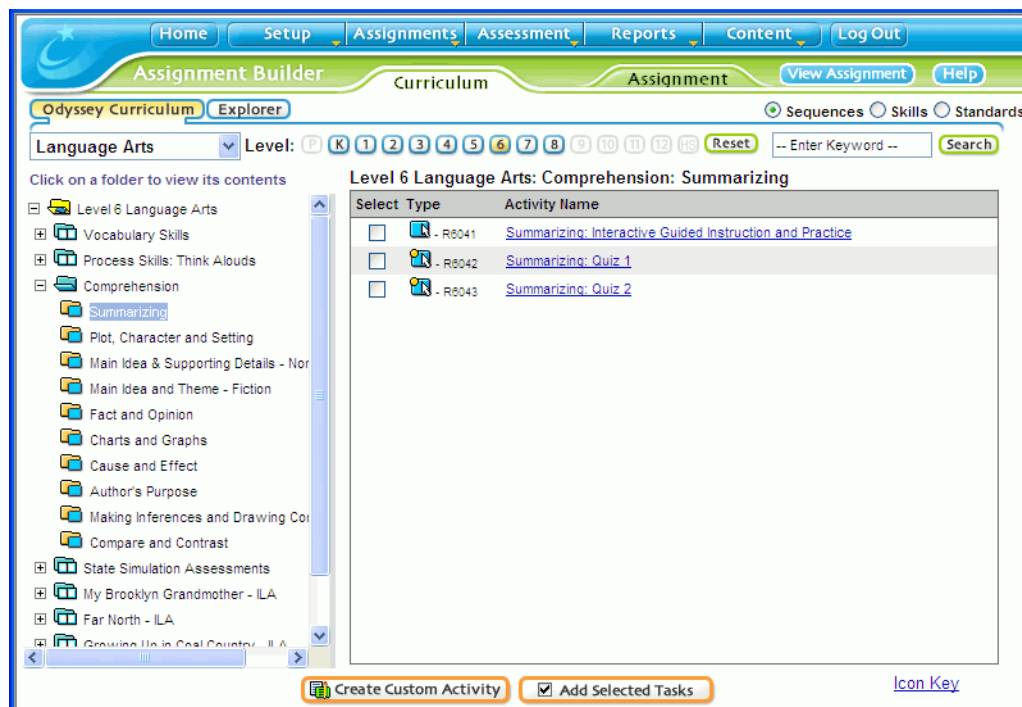
- **Browsing Explorer Objective-based Tests and Learning Paths** on page 47
- **Browsing NWEA RIT Range Learning Paths** on page 48

- 3 Create a custom activity:
 - [Creating an Authentic Task](#) on page 49
 - [Creating an Odyssey Writer Project](#) on page 50

NOTE Ensure that all folders include at a minimum one activity. Odyssey will not save assignments containing empty folders.

Browsing Odyssey Curriculum by Sequences

The following example displays learning activities by sequences for Level 6 Language Arts. The curriculum tree is opened to display chapter folders, and the **Comprehension** chapter folder is opened to display lesson folders. With the **Summarizing** lesson folder selected in the tree, you can see the activities contained in the folder in the grid.



- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 With **Odyssey Curriculum** selected, select the desired subject and level.
A folder tree and a grid appear, displaying the chapters for the selected subject and level.
- 3 With the default **Sequences** mode selected, click a chapter title in the grid to view lessons in the chapter.
- 4 To view a lesson's learning activities, click the lesson title.
- 5 To preview the activity, click the activity's title in the grid.
- 6 To focus your search, type a keyword or activity code in the keyword field, and click **Search**.
The grid displays activities matching your keyword.

- 7 Click the check boxes in front of desired items to select the items for your assignment, and then click **Add Selected Tasks**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

Browsing Odyssey Curriculum by Skills

The following example displays learning activities by skills for Level 8 Math. The curriculum tree is opened to display topic folders, and the **Three-Dimensional Geometry** topic folder is opened to display skills. With the **Angle Measure** skill selected in the tree, you can see the activities associated with the skill in the grid.

The screenshot shows the Odyssey Curriculum Explorer interface. At the top, there are navigation tabs: Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below these is the 'Assignment Builder' section with tabs for Curriculum and Assignment. The 'Curriculum' tab is active, showing a tree view of the curriculum. The tree is expanded to 'Level 8 Math', and the 'Three-Dimensional Geometry' folder is selected, displaying the 'Angle Measure' skill. To the right of the tree is a grid of activities for 'Level 8 Math: Three-Dimensional Geometry: Angle Measure'. The grid has columns for 'Select', 'Type', and 'Activity Name'. The activities listed are: 'Show Me: Angle Measure' (MS159), 'Let Me Try: Angle Measure' (MS160), 'Quiz 1: Angle Measure' (MS161), 'Reteach: Angle Measure' (MS162), 'Let Me Practice: Angle Measure' (MS163), and 'Quiz 2: Angle Measure' (MS164). At the bottom of the interface, there are buttons for 'Create Custom Activity' and 'Add Selected Tasks', and a link for 'Icon Key'.

NOTE The following subjects let you view the contents in a hierarchical order grouped by skills: Algebra I, Algebra II, Biology, Chemistry, English I, English II, English III, English IV, Geometry, Language Arts, Math, Physical Science, Physics, Trigonometry, US Government, US History I, US History II, and World History.

- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 With **Odyssey Curriculum** selected, select the desired subject and level.
A folder tree and a grid appear, displaying the chapters for the selected subject and level.
- 3 Select the radio button for the **Skills** browse mode.
The tree and grid display skill topics for the selected subject and level.
- 4 To view a topic's skills, click the topic's title.
- 5 To view a skill's learning activities, click the skill's title.
- 6 To preview the activity, click the activity's title.

- 7 To focus your search, type a keyword or activity code in the keyword field, and click **Search**.

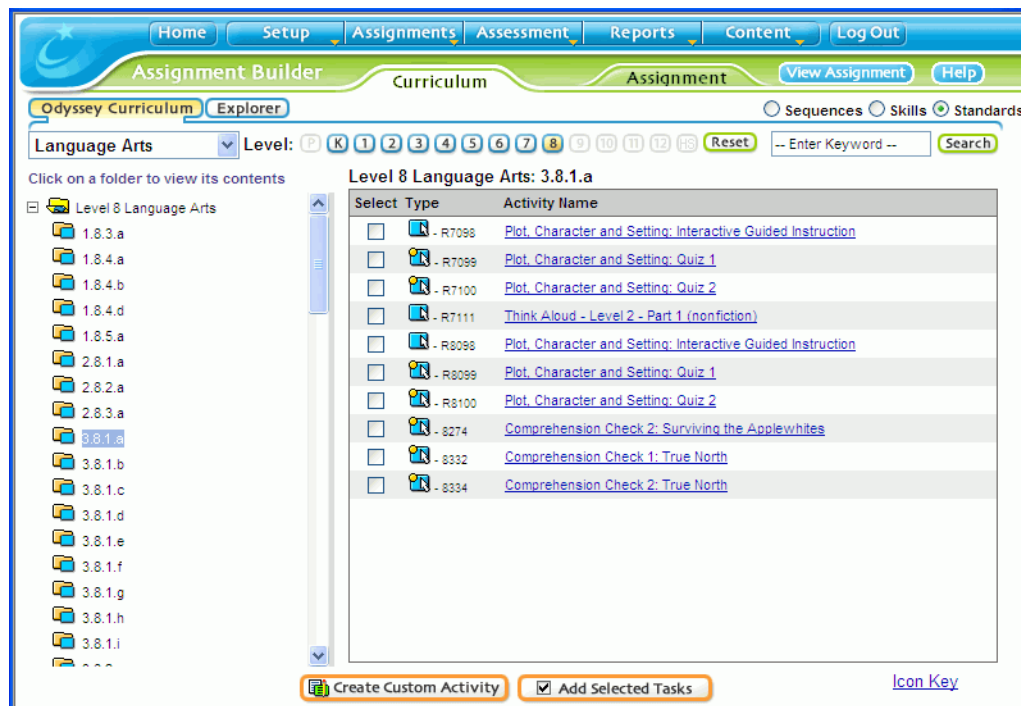
The grid displays activities that match your search request.

- 8 Check the activities to include in your assignment and then click **Add Selected Tasks**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

Browsing Odyssey Curriculum by State Standards

The following example displays learning activities by state standards for Level 8 Language Arts in Nevada. The curriculum tree is opened to display lesson folders. With the **3.8.1.a** lesson folder selected in the tree, you can see the activities associated with the state standard in the grid.



- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 With **Odyssey Curriculum** selected, select the desired subject and level.
A folder tree and a grid appear, displaying the chapters for the selected subject and level.
- 3 To display standards topics for the selected subject and level, click the **Standards** radio button.
The tree and grid display lessons by standard for the selected subject and level.

- 4 To focus your search, specify a keyword or standard code as follows:

To search for specific standards in the selected grade level, type a keyword in the keyword field, and click **Search**.

OR

To search the entire grade level selected in step 3, clear the keyword field, and click **Search**. Results are limited to 25 pages.

OR

To search the entire subject selected in step 3, click **Reset** (removes the grade level restriction), clear the keyword field, and click **Search**. Results are limited to 25 pages.

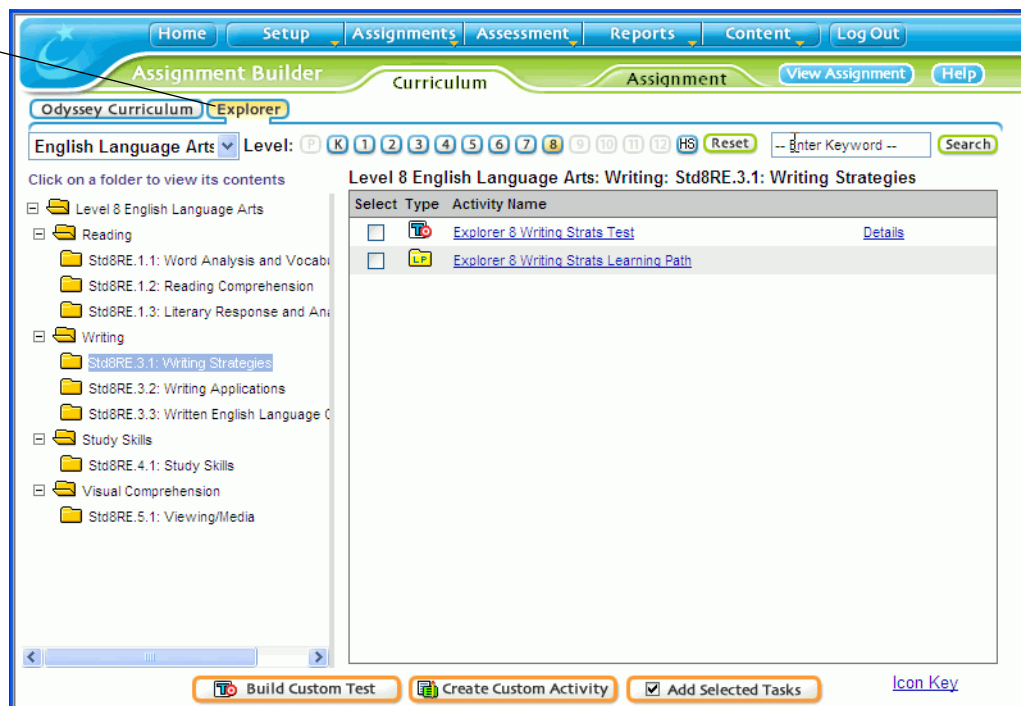
- 5 From the displayed grid, click an activity title to preview learning activities or lesson quizzes. If available, click the icons to view student worksheets and lesson plans.
- 6 Check the activities to include in your assignment and then click **Add Selected Tasks**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

Browsing Explorer Objective-based Tests and Learning Paths

The following example displays the objective-based test and learning path for the Level 8 English Language Art's standard 3.1 for **Writing Strategies**.

Explorer curriculum set is selected.



- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 Click **Explorer** (above the subject dropdown).
- 3 Select the desired subject and level.

A folder tree and a grid display folders containing objective-based tests and learning paths for the selected subject and level.

- 4 To focus your search, type a keyword in the keyword field, and click **Search**.
- 5 To display a test and learning path, click the desired folder.
- 6 To preview an objective-based test, click the test's title.
- 7 To display items in a learning path and preview learning path activities and lesson quizzes, click the learning path's title.
- 8 Check the tests and learning paths to include in your assignment and then click **Add Selected Tasks**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

NOTE For instruction on building a custom objective-based test, see **Assessments** on page 74.

Browsing NWEA RIT Range Learning Paths

Northwest Evaluation Association (NWEA) assessments measure the academic growth of a student or group over time using the RIT scale. The following sample displays learning paths for language arts.

The screenshot shows the Assignment Builder interface. The top navigation bar includes Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below this is the Assignment Builder header with tabs for Curriculum and Assignment. The Curriculum tab is active, showing a list of assessment folders: Odyssey Curriculum, Explorer, Explorer Florida, Explorer Texas, Math Intervention, Algebra Readiness, NWEA, and State Test. The NWEA folder is selected, displaying a list of learning paths grouped by RIT range folders. The left pane shows the folder structure, and the right pane shows the details of the selected learning path, including a table of learning activities and their descriptions.

Select	Type	Learning Paths	Description
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 171 - 180
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 181 - 190
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 191 - 200
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 201 - 210
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 211 - 220
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 221 - 230
<input type="checkbox"/>	LP	Writing and Language: Apply Grammar...	Writing and Language: Apply Grammar Conventions 231 - 240

At the bottom of the interface, there are buttons for "Create Custom Activity" and "Add Selected Tasks" (which is checked), and a link for "Icon Key".

- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 Click **NWEA** and select the desired subject.
- 3 To display learning paths grouped by RIT range folders, select the desired assessment folder.
- 4 To view a learning path's learning activities and your state standards to which they correlate, do the following:
 - From the right pane, click the desired learning path. The **Assignment View** displays learning activities, scored and unscored, with their respective grade levels and detailed descriptions of the correlated standards for your state.

- From the **Assignment View** window, click the desired activity's title.

5 Check the activities to include in your assignment and then click **Add Selected Tasks**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

Creating an Authentic Task

An authentic task links to an outside Web site. For example, in an assignment about the digestive system, a teacher may include an authentic task that links the student to an external site with a virtual tour of the digestive system. Another example might be to enhance an assignment about inventions: the authentic task might link to an external site with a list of inventors and inventions. The student may then continue research on inventions with the names on the list.

NOTE Ensure that you review the **Terms and Conditions** regarding student privacy and connections to outside web sites (available as a link from the **Create an Authentic Task** dialog box).

- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 Click **Create Custom Activity**.
- 3 From the **Create Custom Activity** dialog box, select **Authentic Task** and click **Next** to display the **Create Authentic Task** dialog box.

- 4 From the **Subject** dropdown, select a subject.
- 5 In the **Title** field, type a title for the authentic task.
- 6 In the **Link Text** field, type the text that serves as the link in the assignment.
- 7 Enter the URL and then click **Add Link**.
The **Description** field displays the link text.
- 8 If desired, add one or multiple links by repeating steps 6 and 7.
- 9 To include a previously added link in the **Description**, select the link from the **Existing Links** dropdown.
- 10 To explain the task, you can type instructions in the **Description** field, along with your links.
- 11 When finished, click **Save**.
- 12 At the prompt, click **OK**.

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See **Task 2: Refine the Assignment** on page 50.

Creating an Odyssey Writer Project

Odyssey Writer is a tool within Odyssey Manager that students can use to improve their writing skills. Teachers may use Odyssey Writer to create a new writing project or to copy an existing project to use as a template. For more information, see [Odyssey Writer on page 184](#).

- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 With the **Curriculum** tab selected, click **Create Custom Activity**.
- 3 In the **Create Custom Activity** dialog box, select **Odyssey Writer Activity** and click **Next**.
The Odyssey Writer tool opens for you to create a project.
- 4 Create the Odyssey Writer project. See [Creating an Odyssey Writer Project on page 187](#).

Assignment Builder displays the **Assignment** tab, where you will continue building the assignment. See [Task 2: Refine the Assignment](#) below.

Task 2: Refine the Assignment

You will use the **Assignment** tab in Assignment Builder to refine the assignment. The following sample displays a math assignment that includes 6 assignment folders, each containing assignment folders with learning activities.

Displays assignment activities and correlated state standards.

Assignment Builder

Curriculum Assignment View Assignment Help

Assignment: Math 8 Order: ☐ Sequential ☒ Self-Select ☐ Auto-Launch

Select	Update	Type	Name
<input type="checkbox"/>	1	Folder	Number Systems
<input type="checkbox"/>	2	Folder	Real Numbers
<input type="checkbox"/>	3	Folder	Number Theory
<input type="checkbox"/>	4	Folder	Ratio, Proportion and Percent
<input type="checkbox"/>	5	Folder	Real World Computation
<input type="checkbox"/>	6	Folder	Plane Geometry

[Icon Key](#)

Assignment Outline
Click on a folder to view its contents

- Math 8
 - Number Systems
 - Scientific Notation
 - Rational and Irrational Numbers
 - Absolute Value
 - Real Numbers
 - Repeating Decimals to Fractions
 - Roots
 - Compare and Order
 - Estimation
 - Properties
 - Real Number Operations
 - Number Theory
 - Divisibility Rules
 - Multiple Representations
 - Prime and Composite
 - Ratio, Proportion and Percent
 - Rate of Change

Adding Curriculum to an Assignment

- 1 From the **Assignment** tab in Assignment Builder, click **Add Curriculum**.
- 2 Search for activities to add to the assignment and click **Add Selected Tasks**. When finished, click **Complete Assignment** to display the **Complete Assignment** dialog box, where you will finalize the assignment. See **Task 3: Finalize the Assignment** on page 53.

OR

To create an authentic task or Odyssey Writer project, click **Create Custom Activity**. See **Creating an Authentic Task** on page 49 or **Creating an Odyssey Writer Project** above.

Removing Curriculum from an Assignment

- 1 From the **Assignment** tab in Assignment Builder, check the activity in the grid that you want to delete. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 2 Click **Remove**.
- 3 At the prompt, click **OK**.
- 4 When finished, click **Complete Assignment** to display the **Complete Assignment** dialog box, where you will finalize the assignment. See **Task 3: Finalize the Assignment** on page 53.

Creating a New Folder

BEST PRACTICE If you create a folder within another folder, consider limiting the number of folder levels to a maximum of four. Typically, Odyssey curriculum uses only two levels of folders.

- 1 From the **Assignment** tab in Assignment Builder, click **New Folder**.
- 2 Click the new folder's **untitled folder** link.
- 3 In the **Folder** field, type a name for the folder.
- 4 To add activities or folders to the newly created folder, follow the steps in **Moving an Activity to a Folder** below.

Moving an Activity to a Folder

- 1 From the **Assignment** tab in Assignment Builder, select the desired activity in the grid. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 2 Click **Move to Folder**.
- 3 From the **Move to Folder** dialog box, click the desired destination folder and then **Move**.
- 4 At the prompt, click **OK**.

NOTE To move an assignment folder, locate the folder so that it is displayed in the grid; select the folder in the grid; and click **Move to Folder**.

- 5 When finished, click **Complete Assignment** to display the **Complete Assignment** dialog box, where you will finalize the assignment. See **Task 3: Finalize the Assignment** on page 53.

Specifying the Order of Activities in a Folder

Activities in an assignment's folder can be presented to a student in three modes:

- **Sequential** presents tasks to students in the defined order, returning to the student's launch pad after each task.
- **Self-Select** lets students perform tasks in any order they choose.
- **Auto-Launch** presents tasks to students in the defined order, without returning to the student's launch pad after each task.

NOTE Each folder's order is independent of another folder in the same assignment.

To change a folder's mode and assignment order, complete these steps:

- 1 From the **Assignment** tab in Assignment Builder, select the desired assignment folder in the grid. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 2 To change the folder's mode, select **Sequential**, **Self-Select** or **Auto-Launch**.
- 3 *Sequential and Auto-Launch modes only:* To change the order in which the activities are presented to students, underneath **Update**, enter a new value for each activity. When finished, click **Update**.
- 4 When finished, click **Complete Assignment** to display the **Complete Assignment** dialog box, where you will finalize the assignment. See [Task 3: Finalize the Assignment](#) below.

Adding a Decision Point to an Activity

- 1 From the **Assignment** tab in Assignment Builder, select the desired assignment folder in the grid. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 2 Select the desired scored activity and click **Add Decision Point**, remembering that the folder's order must be **Sequential** or **Auto-Launch**.
- 3 From the **Decision Point Options** dialog box, specify the new decision point's configuration. For more details, see [Decision Points](#) on page 60.
- 4 When finished, click **Save Decision Point**.
- 5 Click **Complete Assignment**. Assignment Builder displays the **Complete Assignment** dialog box, where you will finalize the assignment. See [Task 3: Finalize the Assignment](#) below.

Task 3: Finalize the Assignment

Clicking **Complete Assignment** from within Assignment Builder opens the **Complete Assignment** dialog box. Depending on the type of assignment you are building, you may see different options in the dialog box.

Complete Assignment

Categorize your assignment and click **Next** to continue.

Assignment Name:

Availability:

Description:

Subject:

Level:

Assignment Order: ☒ Sequential ☐ Self-Select ☐ Auto-Launch

Apply assignment order to all folders: ☐ Yes ☒ No

Suppress Duplicate Activities: ☒ Yes ☐ No

Make objective-based test offline: ☐ Yes ☒ No

Show Resources: ☐ Yes ☒ No

Draft Mode: ☐ Yes ☒ No

Show Odyssey Writer: ☐ Yes ☒ No

Show Tool Kit: ☐ Yes ☒ No

Assign to students now? ☒ Yes ☐ No, I'll assign it later

The **Complete Assignment** dialog box includes these settings:

Item	Description
Assignment Name	Name of the assignment. A unique assignment name is required.
Description	Description of the assignment. Include keywords that might be useful when searching for the assignment in the Assignment Archive.
Availability	<p>Defines who can access the assignment. To share the assignment across the school, select My School. To share the assignment across the district, select My District. Otherwise, select the default My Assignments folder.</p> <p>NOTE: You must be granted permission to save assignments to the My School and My District folders.</p> <p><i>For tests that use school standards:</i> Do not save to the My District folder. Because an account must have all of the curriculum in the assignment to access it from My District, all schools may not be able to use the assignment.</p>
Subject	Selecting Math, Mathematicas, or the High School curriculum enables student access to the toolkit.
Level	Select the appropriate grade level.
Assignment Order	<ul style="list-style-type: none"> • Sequential presents tasks to students in the defined order, returning to the student's launch pad after each task. • Self-Select lets students perform task in any order they choose. • Auto-Launch presents activities to students in the defined order, without returning to the student's launch pad after each task.
Apply assignment order to all folders	Enforces the Assignment Order for all of an assignment's folders.
Suppress Duplicate Activities	Ensures that a student does not have to complete the same activity multiple times within an assignment. See Suppression on page 68 .

Item	Description
Make objective-based test offline	(Available for teachers at licensed sites only.) Objective-based tests meeting certain requirements can be printed and administered offline. The results are imported into Odyssey. BEST PRACTICE: After completing the assignment, do not edit it to make the objective-based test online. Instead, make a copy of the assignment. For more information, see Offline Tests on page 268.
Show Resources	On the student's launchpad, displays a link to any student resources (or worksheets) associated with an activity. Activities that include student resources are denoted in the curriculum by a page icon with the letter S.
Draft Mode	Specifies that the assignment is for review only. To administer the assignment, turn off Draft mode.
Show Odyssey Writer	Makes Odyssey Writer available from within the assignment.
Show Tool Kit	Makes the toolkit available from within the assignment.
Show Non-core Activities	Makes non-core activities available. Non-core assignments originate by importing an assignment or creating an assignment with the RIT range folders in Assignment Builder.

Assigning and Saving the Assignment

- 1 With the **Complete Assignment** dialog box displayed, give the assignment a name and description.
- 2 Specify the assignment's availability—**My Assignments**, **My School** or **My District** (if available).
- 3 Select the **Subject** and **Level** for the assignment.
- 4 Select the assignment order—**Sequential**, **Self-Select** or **Auto-Launch**—and whether to apply this order to all the folders in the assignment.
- 5 If desired, turn suppression of duplicate activities off. The default setting is on.
- 6 *Optional for offline processing:* if available, specify offline processing for an objective-based test.
- 7 To save the assignment for further review, set **Draft Mode** to **Yes**.
- 8 To make Odyssey Writer available, set **Show Odyssey Writer** to **Yes**.
- 9 To make the toolkit available, set **Show Tool Kit** to **Yes**.
- 10 *For NWEA assignments:* If available, set **Show Non-core Activities** to **Yes**.
- 11 Specify whether you will assign to students now or later.
- 12 When finished, click **Next**.
- 13 If you specified **Yes** to assign to students, select one or multiple classes or individual students and then **Finish**. At the confirmation prompt, click **Close**.

OR

If you specified **No, I'll assign it later**, you will see a confirmation prompt. Click **Close**.

Deleting an Assignment

District and school administrators can delete all assignments. Teachers can delete only their own assignments.

NOTE If a student has started an assignment that you later delete, reports filtered by assignment will not display results for that student's progress on the assignment. Filter reports instead by type.

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Delete**.
- 5 At the confirmation prompt, click **OK**.

Building an Assignment from a Copy

Any assignment available school- or district-wide can be used as a template for a new assignment that you build.

CAUTION If you copy an assignment that includes an objective-based test, and then edit the test, your edits are applied to the original objective-based test.

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Open a Copy**.
- 5 Assignment Builder displays the activities in the assignment. To add curriculum or create a custom task—Odyssey Writer activity or authentic task—click **Add Curriculum**. See **Task 1: Select Curriculum and Activities on page 43**.
- 6 If desired, remove or reorder activities. Also, use this screen to add a decision point to a scored activity. See **Task 2: Refine the Assignment on page 50**.

NOTE Ensure that all folders include at a minimum one activity. Odyssey will not save assignments containing empty folders.

- 7 Click **Complete Assignment**.
- 8 With the **Complete Assignment** dialog box displayed, rename the assignment and select **Availability, Subject** and **Level**. For details on additional settings, see **Task 3: Finalize the Assignment on page 53**.
- 9 When finished, click **Next**.
- 10 Select one or multiple classes or individual students and then **Finish**. At the confirmation dialog box, click **Close**.

Building an Objective-based Post-Test

To display student progress on objectives, the most recent instance of an assignment test must be a copy of the original test.

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Locate the pre-test: under **Assignment Search**, select the search criteria for locating the pre-test—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Open a Copy**.
Assignment Builder displays the objective-based test and learning path in the assignment.
Do not make any changes to the test properties or test name.
- 5 If desired, you may delete the learning path.
- 6 You may edit the assignment name to include **Post** or **Post-Test** in the name, distinguishing this test from the pre-test.

NOTE Change only the assignment name. Do not change the test name or any of the test properties.

- 7 Click **Complete Assignment**.
- 8 With the **Complete Assignment** dialog box displayed, select **Availability, Subject** and **Level**.
- 9 When finished, click **Next**.
- 10 Select one or multiple classes or individual students and then **Finish**. At the confirmation dialog box, click **Close**.

Assigning and Unassigning Assignments

Assigning Saved Assignments from the Archive

TIP When an assignment is built, it is categorized by grade level and subject. When you search for an assignment, search for these categories, not the level or subjects of the activities within the assignment.

Teachers can assign their own or others' saved assignments from the Assignment Archive.

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment or assignments and click **Assign to Students**.
- 5 With the **Assign Students** dialog box displayed, check one or multiple classes or individual students and then **Finish**.

- 6 At the confirmation dialog box, click **Close**.

Unassigning by Assignment

- 1 In the navigation bar, select **Assignments>Assignment Status**.
- 2 Ensure that the default **Assignment** radio button is selected.
- 3 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade**. To refine your search, use a keyword.
- 4 Click **Search**.
- 5 Select the desired assignment and then click **View Status**.
- 6 With the status grid displayed, check one or multiple students and click **Unassign**.
- 7 At the confirmation, click **OK**.

The status grid is refreshed and no longer displays the student or students you selected.

NOTE If a student has started an assignment that you later unassign, reports filtered by assignment will not display results for that student's progress on the assignment. Filter reports instead by type.

Unassigning by Student

- 1 In the navigation bar, select **Assignments>Assignment Status**.
- 2 From the **Search** page, click the **Student** radio button.
- 3 Under **Student Search**, select the search criteria for locating the student—**Class, Grade** and other student attributes. To refine your search, type the student's name or a portion of it.
- 4 Click **Search**.
- 5 Select the desired student and then click **View Status**.
- 6 With the **Status** page displayed, check one or multiple assignments and click **Unassign**.
- 7 At the confirmation, click **OK**.

The status grid is refreshed and no longer displays the assignment or assignments you selected.

NOTE If a student has started an assignment that you later unassign, reports filtered by assignment will not display results for that student's progress on the assignment. Filter reports instead by type.

Editing Assignments

NOTE A learning path that Odyssey creates automatically may include curriculum or curriculum levels that a school has not purchased. You can edit only those assignments with curriculum and curriculum levels that your school has purchased.

CAUTION If you copy an assignment that includes an objective-based test, and then edit the test, your edits are applied to the original objective-based test.

► For School and District Administrators

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.

District assignments are available to all schools in the district. If a district administrator selects **School A, Any owner**, and **District** availability, all district-level assignments, without school or ownership limitations, are displayed. If a district administrator selects **School A, Teacher 1**, and **District** availability, all district-level assignments available to School A and owned by Teacher 1 are displayed.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Edit**.
- 5 With **Assignment Properties** displayed, make the desired changes, remembering that checking **Draft Mode** will make the assignment unavailable to assign. If the assignment is already assigned, **Draft Mode** is unavailable.

NOTE To change the assignment's owner, select a different name from the **Owner** pulldown list.

- 6 When finished, click **Save Changes**.

► For Teachers

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Edit**.

NOTE You can view all assignments, but you can edit only your own assignments. To change an assignment that is not your own, open a copy.

- 5 With **Assignment Properties** displayed, make the desired changes, remembering that checking **Draft Mode** will make the assignment unavailable to assign. If the assignment is already assigned, **Draft Mode** is unavailable.

- 6 When finished, click **Save Changes** to return to the search results screen.

OR

To edit the assignment content, click **Edit Tasks**.

- 7 You are prompted to apply your edits to all or selected students. Click **All Students** or **Selected Students**.

- **All Students** changes assignments that may be in progress.
- **Selected Students** creates a copy of the assignment.

CAUTION Exercise care when editing assignments. Deleting or moving an activity in an assignment that has been assigned already may cause data loss.

- 8 Assignment Builder opens for you to make changes to the assignment content.

- To add curriculum or create a custom task—an Odyssey Writer activity or authentic task—click **Add Curriculum**. See [Task 1: Select Curriculum and Activities on page 43](#).
- To edit an authentic task, click the **Edit** link by the authentic task's title.

- 9 If desired, remove or reorder activities. Also, use this screen to add a decision point to a scored activity. See [Task 2: Refine the Assignment on page 50](#).

NOTE Clicking **New Assignment** cancels your edits and creates a new, empty assignment.

- 10 Click **Complete Assignment**.

- 11 With the **Complete Assignment** dialog box displayed, rename the assignment and select **Availability**, **Subject** and **Level**. For details on additional settings, see [Task 3: Finalize the Assignment on page 53](#).

- 12 When finished, click **Next**.

- 13 Select one or multiple classes or individual students and then **Finish**. At the confirmation dialog box, click **Close**.

NOTE If you start to edit an objective-based test on which students have already begun work, the system makes a copy of the test, and it is this copy that you will be editing. This test will then be a custom test that you own.

Modes

Odyssey modes allow an educator team to follow an iterative development process for school-wide or district-wide assignments.

Mode	Functional area	Description
Draft	Assignments	Draft mode enables peer review and editing of assignments and assessments before district-wide implementation. Assignments in Draft mode are stored in the Assignment Archive but cannot be assigned to students or used for reporting. NOTE: Any part of an assignment marked Draft causes the entire assignment to be in Draft mode.
	Objectives and standard sets	Draft objectives and standards are available for review but cannot be associated with test items.
	Test items	Draft test items are available for review but cannot be included in an objective-based test.
Active	Assignments	Active assignments are ready for use and may be assigned to students. Active mode is the default for any material created in Assignment Builder or Test Builder.
	Objectives and standard sets	Active objectives are ready to associate with test items. Active mode is the default for new material created in Objective Builder.
	Test items	Active test items are ready to be included in an objective-based test. Active mode is the default for new material created in Test Builder.
Lock	Objectives and standard sets	Locked standard sets or individual objectives cannot be edited. After a standard set (or individual objectives with their corresponding test items) has been reviewed and approved, a district administrator may lock the standard set so that the approved items are not changed during the time a test is administered. NOTE: Teachers cannot lock objectives.

Additionally, each assignment is owned by an Odyssey user, and typically, teachers own and edit their assignments. To manage ownership changes resulting from student transfers and teacher personnel changes, school and district administrators can edit an assignment's owner. District administrators can edit assignment owners in their district, and school administrators can edit assignment owners in their school.

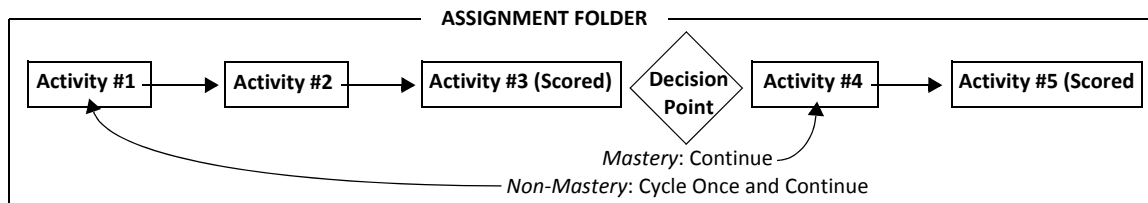
Decision Points

A **decision point** defines a custom set of activities for a student who does not meet the mastery level for a scored activity. Decision points enhance learning paths by giving a teacher an opportunity to intervene in the learning cycle and by providing opportunities for students to master all activities in the assignment. A decision point is added to a scored activity, creating a branching activity with two conditions—mastery and non-mastery—to determine the student's next activity. The activity a student works on after the branching activity depends on the student's score for the branching activity.

NOTE For guidelines on using decision points effectively, see [Rules for Decision Points](#) on page 64.

The following diagram illustrates an assignment folder with a decision point on Activity #3. Students mastering the activity continue to the next activity in the folder—Activity #4. Students who do not master Activity #3 return

to the first activity in the folder—Activity #1. They repeat Activity #1 and Activity #2 in succession and have another opportunity to master the Activity #3. Then they continue to the next activity in the folder—Activity #4.



NOTE You can add decision points to **Sequential** or **Auto-Launch** folders only. Because decision points depend on a defined order of activities, you cannot add a decision point to a **Self-Select** folder.

Teachers will use the **Decision Point Options** dialog box to add decision points to an activity.

The 'Decision Point Options' dialog box contains the following fields and options:

- Branching Activity:** Password, Please
- Mastery Score:** 70
- If Met:**
 - Then:**
 - ☒ Continue To Next Activity
 - ☐ Exit Folder
- If Not Met:**
 - ☐ **Cycle:** Go To: Password, Please
 - Repeat Cycle: 1 times.
 - Then:**
 - ☒ Continue
 - ☐ Progress Alert
 - ☐ Restart Folder
- Buttons: Save Decision Point, Cancel, Delete Decision Point

The decision point is defined for this scored activity.

Mastery Score defines the **Met/Not Met** condition for the decision point. The mastery score must be a numeric value between 1 and 100. The default is 70.

Use the following options to define a decision point:

Name	Action
Exit	The student exits the folder.
Cycle	<p>The student returns to the specified activity—the target—and repeats it and any activities between the target activity and the activity with the decision point. Accepted values for Cycle are 1–4.</p> <p>With a maximum value of 4 entered for Cycle, it is possible for the student to repeat the activities up to five times: one time as the decision point triggers the cycle and then four more times.</p>
Continue	The student continues to the next activity, if any, in the folder.
Progress Alert	<p>The folder is locked and the student is instructed to contact the teacher. Using a progress alert is an opportunity for a teacher to provide one-on-one instruction to the student.</p> <p>Teachers can unlock the progress alert in two ways:</p> <ul style="list-style-type: none"> At the student's workstation. For instructions, see Unlocking a Progress Alert at the Student Workstation on page 66. When Odyssey is initially installed, the password to unlock a progress alert is unlock99. If you are unable to unlock the progress alert with this password, check with your district or school administrator. When logged in as a teacher user: in the navigation bar, selecting Assignments>Assignment Status. For instructions, see Unlocking a Progress Alert through Assignment Status on page 67. <p>When you unlock the progress alert, you can direct the student in these ways:</p> <ul style="list-style-type: none"> Continue lets the student work on additional material, if any, in the folder. Restart Folder starts the folder one time from the beginning. Note that decision points are <i>not</i> applied when a folder is restarted. That is, after completing a branching activity, a student will continue to the next activity, regardless of the student's mastery score. Exit folder takes the student out of the current folder and moves to the next folder, if any.
Restart Folder	Decision point and cycling history for the folder are cleared. The student returns to the first activity in the folder and repeats the entire folder, one time only, with previously set conditions.

NOTE The **Continue**, **Progress Alert** and **Restart Folder** options can each follow a **Cycle** option to allow for additional configuration of decision points. For example, one combination might be **Cycle** once and then **Continue** to the next activity in the sequence.

When you set a decision point, the icon displayed next to the activity denotes the decision point's configuration. Because each decision point is configured for mastery and non-mastery scores, the icon reflects both conditions. The following table describes the most frequently used decision points.


Icon	Name	If student meets mastery score	If student does not meet mastery score
	Next activity & Cycle and then continue	The student continues to the next activity, if any, in the folder.	The student returns to the target activity and completes it and any intervening activities a number of times you specify. Then, the student continues to the next activity, if any, in the folder.
	Exit & Cycle and then progress alert	The student exits the folder.	The student returns to the target activity and completes it and any intervening activities a number of times you specify. Then, a progress alert is displayed.
	Cycle to self and then continue	The student continues to the next activity, if any, in the folder.	The student repeats the activity a number of times you define. Then, the student continues to the next activity, if any, in the folder.
	Exit & Cycle and then continue	The student exits the folder.	The student returns to the target activity and completes it and any intervening activities a number of times you specify. Then the student continues to the next activity, if any, in the folder.










Icon	Name	If student meets mastery score	If student does not meet mastery score
	Exit & Continue	The student exits the folder.	The student continues to the next activity, if any, in the folder.
	Cycle to self and then progress alert	The student continues to the next activity, if any, in the folder.	The student repeats the activity a number of times you define. Then, a progress alert is displayed.

The following table describes all of the decision point icons and Odyssey actions when the mastery score is both met and not met.

	Continue to next activity when mastery score is met or not met.		Continue to next activity. Restart folder.		Continue to next activity. Progress alert.
	Continue to next activity. Cycle and then continue to next activity.		Continue to next activity. Cycle and then restart folder.		Continue to next activity. Cycle and then progress alert.
	Exit. Continue to next activity.		Exit. Restart folder.		Exit. Progress alert.
	Exit. Cycle and then continue to next activity.		Exit. Cycle and then restart folder.		Exit. Cycle and then progress alert.
	Continue or exit. Cycle to the same activity and then continue.		Continue or exit. Cycle to the same activity and then restart folder.		Continue or exit. Cycle to the same activity and then progress alert.

In the following example, a folder includes two decision points: **Exit & Continue** and **Continue & Cycle and Continue**.

 EX8MA.2.1.23: Order of operations

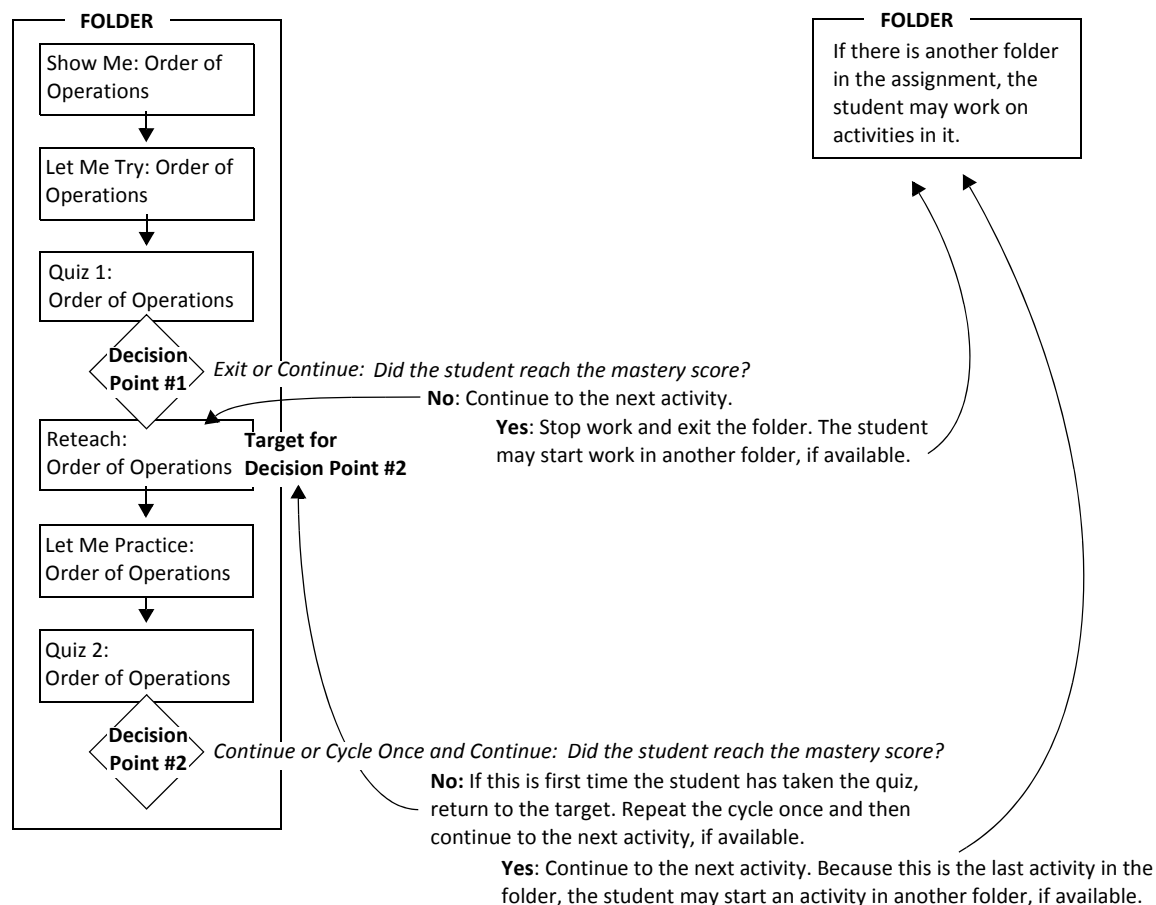
	-M7015	Show Me: Order of Operations	Math	7	
	-M7016	Let Me Try: Order of Operations	Math	7	
	-M7017	Quiz 1: Order of Operations	Math	7	
	-M7018	Reteach: Order of Operations	Math	7	
	-M7019	Let Me Practice: Order of Operations	Math	7	
	-M7020	Quiz 2: Order of Operations	Math	7	

Decision point #1
 Mastery: Exit folder.
 Non-mastery: Continue to next activity.

Target

Decision point #2
 Mastery: Continue to next activity.
 Non-mastery: Cycle to target and then continue to next activity.

The following diagram illustrates how the decision points in the preceding example guide the student's activities.



Rules for Decision Points

BEST PRACTICE Consider carefully the number and placement of decision points—use decision points only with an assignment's key skills and standards. Avoid overusing decision points in a single assignment, so that students are able to make progress with the assignment.

- Because a progress alert stops a student from working on the assignment, ensure that you are available to respond if students are working on assignments with progress alerts.
- Ensure that students do not have access to the progress alert password.
- When you select the target for a decision point, note that the dropdown list for the cycle is in reverse order, with the same activity at the top of the list and the first available activity at the end of the list.
- When you select the target for a decision point, note that you are unable to return to an activity that already has a decision point.
- When you select the target for a decision point, note that you are unable to return to an activity that precedes an activity with a decision point. Intervening decision points are not permitted.

- If you remove an activity that is the target of a decision point, Odyssey automatically redefines the decision point without a target. For example, if a decision point is defined as **Next activity & Cycle and then continue**, and you remove the target, the decision point is redefined as **Next activity & Continue**.
- Decision points take precedence over suppression. That is, if a student's performance results in an activity being suppressed (and marked as complete), but a decision point results in a student being presented with the activity, the student will see the suppressed activity.

Adding a Decision Point to an Activity

- 1 In the navigation bar, select **Assignments>Assignment Builder**.
- 2 Select activities to include in the assignment and click **Add Selected Tasks**. For details, [Task 1: Select Curriculum and Activities on page 43](#).
- 3 From the **Assignment** tab in Assignment Builder, select the desired assignment folder in the grid. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 4 Set the folder **Order** to **Sequential** or **Auto-Launch**.
- 5 Select the desired scored activity and click **Add Decision Point**.
- 6 From the **Decision Point Options** dialog box, specify the mastery score or accept the default score of 70.
- 7 Select mastery options: **Continue to Next Activity** or **Exit Folder**.
- 8 To allow the student to repeat an activity, check **Cycle**; select the beginning activity; and specify the number of times the student will repeat the cycle, remembering that the maximum number is 4.
- 9 Select non-mastery options: **Continue** or **Progress Alert**.
- 10 When finished, click **Save Decision Point**.
- 11 To add another decision point to a different activity, repeat steps 2–7, remembering that you cannot add a decision point before an existing decision point.
- 12 Complete changes to the assignment. See [Task 3: Finalize the Assignment on page 53](#).

Editing a Decision Point

Many learning paths provided by Odyssey include decision points on scored activities. Before making the assignment, ensure that you preview the assignment and evaluate any decision points. You are able to edit a copy of any assignment, including any decision points that may be applied to a scored activity.

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability**, **Subject**, **Grade**, **Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Edit**.
- 5 With the **Assignment Properties** page displayed, click **Edit Tasks**.
- 6 You are prompted to apply your edits to all or selected students. Click **All Students** or **Selected Students**.

CAUTION Checking **All Students** updates the in-progress assignment. Checking **Selected Students** creates a copy of the assignment for you to assign to students you select.

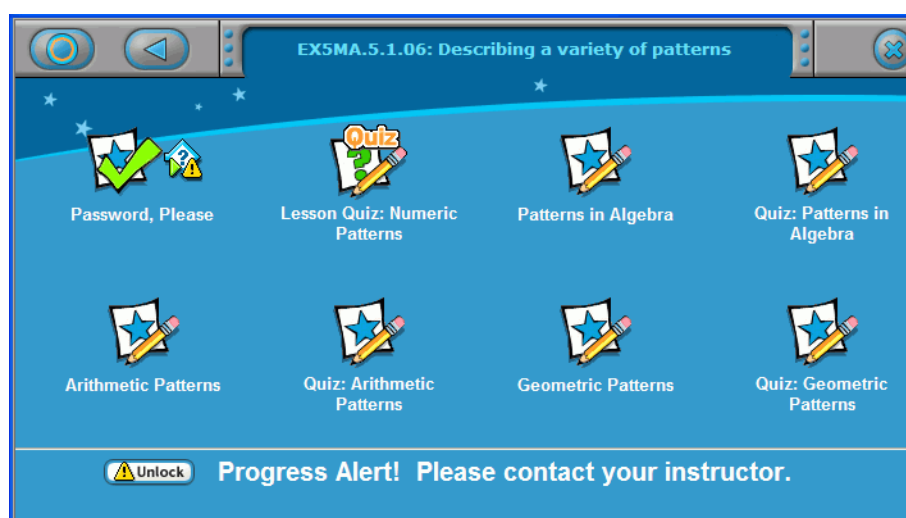
- 7 Locate the activity with the decision point. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 8 With the desired activity displayed, click the decision point icon on the right.
- 9 With the **Decision Point Options** dialog box open, make your changes.
- 10 When finished, click **Save Decision Point** and then **Complete Assignment**.
- 11 At the confirmation prompt, click **OK**.

Deleting a Decision Point

- 1 In the navigation bar, select **Assignments>Assignment Archive**.
- 2 Under **Assignment Search**, select the search criteria for locating the assignment—**Availability, Subject, Grade, Status**. To refine your search, use a keyword or enter the author's name.
- 3 Click **Search**.
- 4 Select the desired assignment and click **Edit**.
- 5 With the **Assignment Properties** page displayed, click **Edit Tasks**.
- 6 You are prompted to apply your edits to all or selected students. Click **All Students** or **Selected Students**.
- 7 Locate the activity with the decision point. To locate the activity, you may need to open one or multiple folders displayed in the tree.
- 8 With the desired activity displayed, click the decision point icon.
- 9 With the **Decision Point Options** dialog box open, click **Delete Decision Point** and then **Complete Assignment**.
- 10 At the confirmation prompt, click **OK**.

Unlocking a Progress Alert at the Student Workstation

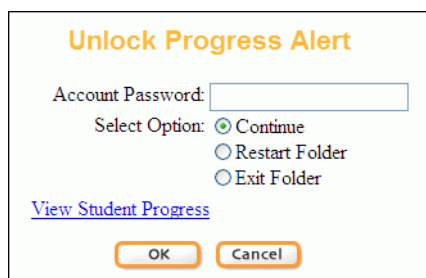
The following example shows a progress alert displayed on the student's screen:



To unlock the progress alert, complete these steps:

- 1 At the student workstation: From the student's lesson screen, click **Unlock**.

The **Unlock Progress Alert** dialog box is displayed.



Unlock Progress Alert

Account Password:

Select Option: ☒ Continue
☐ Restart Folder
☐ Exit Folder

[View Student Progress](#)

- 2 Enter the account password.

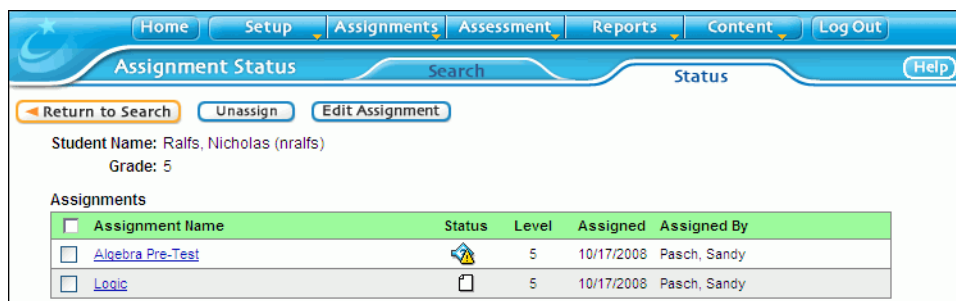
NOTE When Odyssey is initially installed, the password to unlock a progress alert is **unlock99**. If you are unable to unlock the progress alert with this password, check with your district or school administrator.

- 3 Select an option—**Continue**, **Restart Folder**, or **Exit Folder**.
- 4 To display student performance for the assignment, click **View Student Progress**.
- 5 When finished, click **OK**.

Unlocking a Progress Alert through Assignment Status

- 1 Log into Odyssey with your teacher user name and password.
- 2 In the navigation bar, select **Assignments>Assignment Status** and click **Student**.
- 3 Select the desired search filters—**Class**, **Grade**, **Name Keyword**, **Student Attributes**—and click **Search**.
- 4 Select the desired student (radio button below **Select**) and click **View Status**.

The **Status** screen displays assignments for the selected student.



Home Setup Assignments Assessment Reports Content Log Out

Assignment Status Search Status Help

Student Name: Ralfs, Nicholas (nralfs)
Grade: 5

Assignments

<input type="checkbox"/>	Assignment Name	Status	Level	Assigned	Assigned By
<input type="checkbox"/>	Algebra Pre-Test		5	10/17/2008	Pasch, Sandy
<input type="checkbox"/>	Logic		5	10/17/2008	Pasch, Sandy

- 5 Click the **Progress Alert** icon for the desired assignment.

The **Unlock Progress Alert** dialog box is displayed.

- 6 Select an option—**Continue**, **Exit Folder**, or **Restart Folder**.
- 7 To display student performance for the assignment, click **View Student Progress**. To display the **Assignment View**, click the assignment title.
- 8 To respond to additional, if any, unaddressed progress alerts, click **Next**.
- 9 When finished, click **Save**.

Suppression

Activity suppression is an assignment option that controls the activities assigned to a student. With **Suppress Duplicate Activities** set to **Yes**, Odyssey ensures that students are not required to complete the same activity multiple times in an assignment.

For example, if a student passes a scored activity or completes a non-scored activity, all duplicates of the activity within the same assignment are marked as complete. If a student does not pass a scored activity, the student will do the activity again when the activity comes up again in the assignment.

NOTE Activity suppression applies to learning activities, chapter tests, and quizzes—non-scored activities are always suppressed after the student has completed the activity one time. By default, Odyssey suppresses duplicate activities.

Changes to an assignment's suppression setting after the assignment has been assigned will not affect activities that have already been completed. That is, if an assignment's configuration is set to suppress duplicate activities after the student has completed objectives, any completed objectives the student did not master will not be suppressed.

Class Progress

► For Teachers

Class Progress contains detailed information and an overview of assignment status for a class. Teachers can view the status of their class assignments, see how the entire class is doing, or view the status for an individual student. You can view scores and completion dates, preview learning activities, and open quizzes and tests to view specific responses. In the following example, Sandy Pasch's **Pasch Math 6.3** class has three assignments, none of which are completed by the entire class. Emma Brode and Nicholas Ralfs have completed the **Probability Pre-Test**, and Lucy Brode has not yet started the assignment.

With the class selected, the grids display information for the entire class.

Clicking **Details** displays more information in the bottom grid.

Clicking the objective-based test name lets you preview the test.

Clicking the assignment name displays details about the assignment.

Clicking the score displays the objective-based test summary.

Depending on the assignment type, you can view the following information:

Assignment Type	Click Name to:	Click Score to:
Learning Activity	Preview the activity.	Not applicable.
Lesson Quiz	Display the answer key.	Display student answers.
Chapter Test	Display the answer key.	Display student answers.
Objective-based Test	Preview the test.	Open the objective-based test summary.
Odyssey Writer Project	Display the teacher instruction/prompt window.	Display the student workpad and teacher comments (when available).

Viewing Class Progress for an Assignment

- 1 In the navigation bar, select **Assignments>Class Progress**.
- 2 To view assignments assigned to students in a class, click the desired class in the tree.

The **Class Assignments** grid displays class assignments, along with status, assignment name, and assigned and created date for each assignment. The **Status** column shows whether an assignment has been completed by all of the students who received the assignment.

The following example displays assignments for one of Sandy Pasch's sixth grade classes. The **Status** column shows that the class as a whole has not completed any of the assignments.

Class Progress

Sandy Pasch

- Pasch Math 6.2
- Pasch Math 6.3
 - Brode, Emma (ebrode)
 - Brode, Lucy (lbrode)
 - Ralfs, Nicholas (nralfs)

Class Assignments: Pasch Math 6.3 [Printable Version](#)

Status	Assignment Name	Assigned	Created
Details	Explorer Math 6	10/07/08	10/07/08
Details	Math 6 Benchmark	10/07/08	10/07/08
Details	Probability Pre-Test	10/07/08	10/07/08

[Icon Key](#) Incomplete Complete

Assignment Detail: [Printable Version](#)

- 3 To display progress by student for an assignment, click the **Details** link for the desired assignment.

In the following example, Emma Brode and Nicholas Ralfs have completed the **Probability Pre-Test**, and Lucy Brode has not yet started the assignment.

Class Progress

Sandy Pasch

- Pasch Math 6.2
- Pasch Math 6.3
 - Brode, Emma (ebrode)
 - Brode, Lucy (lbrode)
 - Ralfs, Nicholas (nralfs)

Class Assignments: Pasch Math 6.3 [Printable Version](#)

Status	Assignment Name	Assigned	Created
Details	Explorer Math 6	10/07/08	10/07/08
Details	Math 6 Benchmark	10/07/08	10/07/08
Details	Probability Pre-Test	10/07/08	10/07/08

[Icon Key](#) Incomplete Complete

Assignment Detail: Probability Pre-Test [Printable Version](#)

Type	Task	Score	Completed
Brode, Emma (ebrode)			
	Probability Pre-Test	50%	10/07/08
	MA6815 Making Predictions	N/A	10/07/08
Brode, Lucy (lbrode)			
			Not Started
Ralfs, Nicholas (nralfs)			
	Probability Pre-Test	75%	10/08/08

- 4 To print **Class Assignments** or the **Assignment Detail**, click **Printable Version** for the desired grid.
- 5 From the new window, click **Print**.

Viewing Student Progress

- 1 In the navigation bar, select **Assignments>Class Progress**.
- 2 To view assignment details for an individual student, click the student's name from the tree.
The **Student History** grid displays all assignment for the individual student, along with status, assignment name, and assigned and created dates.
- 3 To view details about an assignment for the individual student, click **Details** for the desired assignment. If a student has not started an assignment, **Details** are unavailable.

The **Assignment Detail** grid displays the type, task, score and completion date for each completed task.

The screenshot shows the 'Class Progress' interface. On the left, a tree view under 'Sandy Pasch' lists 'Pasch Math 6.2', 'Pasch Math 6.3', and a student list including 'Brode, Emma (ebrode)'. The main area displays 'Student History: Brode, Emma (ebrode)' with a 'Printable Version' link. Below this is a table with columns: Status, Assignment Name, Assigned, and Created. The table lists three assignments: 'Explorer Math 6', 'Math 6 Benchmark', and 'Probability Pre-Test', all with an assigned date of 10/07/08. Below the table is an 'Icon Key' showing 'Not Started' (empty box), 'Incomplete' (box with 'i'), and 'Complete' (box with checkmark). Below the icon key is the 'Assignment Detail: Probability Pre-Test' section with a 'Printable Version' link. It contains a table with columns: Type, Task, Score, and Completed. The table lists two tasks: 'Probability Pre-Test' (Score: 50%, Completed: 10/07/08) and 'MA5515 Making Predictions' (Score: N/A, Completed: 10/07/08).

Status	Assignment Name	Assigned	Created
Details	Explorer Math 6	10/07/08	10/07/08
Details	Math 6 Benchmark	10/07/08	10/07/08
Details	Probability Pre-Test	10/07/08	10/07/08

Type	Task	Score	Completed
	Probability Pre-Test	50%	10/07/08
	MA5515 Making Predictions	N/A	10/07/08

- 4 To print the **Student History** or **Assignment Detail**, click **Printable Version** for the desired grid.
- 5 From the new window, click **Print**.

Online Assignment Status

► For Teachers and Administrators

Use the online **Assignment Status** to view a list of all assignments, organized by assignment or by student.

NOTE Online Assignment Status presents a different status view than the Assignment Status report generated through the Reports module. See [Assignment Status on page 119](#).

The following example displays the status of the **Explorer Math 6** assignment for the three assigned students.

Assignment Status Search Status Help

Return to Search Unassign Edit Assignment

Assignment Name: Explorer Math 6
Subject: Math
Level: 6
Owner: Pasch, Sandy
Modified: 10/07/2008

Students Assigned

Student Name	Status	Grade	Assigned	Assigned By
Brode, Emma (ebrode)		6	10/7/2008	Pasch, Sandy
Brode, Lucy (lbrode)		6	10/7/2008	Pasch, Sandy
Ralfs, Nicholas (nralfs)		6	10/7/2008	Pasch, Sandy

For teachers only: Clicking **Edit Assignment** launches Assignment Builder for a teacher to make changes.

Selecting one or multiple students and clicking **Unassign** unassigns the assignment.

The **Status** column displays icons representing not started, started, or completed for each assignment.

Viewing Assignment Status by Assignment

- 1 In the navigation bar, select **Assignments>Assignment Status** and ensure that the default **Assignment** radio button is selected.
- 2 Select the desired search filters—**Availability, Subject, Grade, Keyword**—and click **Search**.

For each assignment, your search results display the assignment's order (self-select, sequential or auto-launch), assignment name, subject, level, owner, date created and last modified, and number of students assigned. The following example displays assignments in Sandy Pasch's **My Assignments** folder.

Assignment Status Search Status Help

View Status of: ☒ Assignment ☐ Student View Status

Assignment Search

Availability: My Assignments
Subject: All Subjects
Grade: All Grade Levels
Keyword:

Search

Select	Order	Assignment Name	Subject	Level	Owner	Created	Modified	Students
<input type="radio"/>		Explorer Math 6	MA	6	Pasch, Sandy	10/07/2008	10/07/2008	3
<input type="radio"/>		Math 6 Benchmark	MA	6	Pasch, Sandy	10/07/2008	10/07/2008	3
<input type="radio"/>		Probability Pre-Test	MA	6	Pasch, Sandy	10/07/2008	10/07/2008	2

Clicking the assignment name displays details about the assignment.

- To view the students who have been assigned the assignment, select the assignment (radio button below **Select**) and click **View Status**.

The **Students Assigned** grid displays student names, assignment status, grade, assigned date, and name of the teacher.

The screenshot shows the 'Assignment Status' page. At the top, there is a navigation bar with links: Home, Setup, Assignments, Assessment, Reports, Content, and Log Out. Below this is a sub-header with 'Assignment Status', 'Search', and 'Status' tabs. A 'Help' button is on the right. Below the sub-header are three buttons: 'Return to Search', 'Unassign', and 'Edit Assignment'. The main content area displays assignment details: 'Assignment Name: Explorer Math 6', 'Subject: Math', 'Level: 6', 'Owner: Pasch, Sandy', and 'Modified: 10/07/2008'. Below this is a section titled 'Students Assigned' which contains a table with the following data:

<input type="checkbox"/>	Student Name	Status	Grade	Assigned	Assigned By
<input type="checkbox"/>	Brode, Emma (ebrode)		6	10/7/2008	Pasch, Sandy
<input type="checkbox"/>	Brode, Lucy (lbrode)		6	10/7/2008	Pasch, Sandy
<input type="checkbox"/>	Ralfs, Nicholas (nralfs)		6	10/7/2008	Pasch, Sandy

- For teachers only:* To edit the assignment for all of the students, click **Edit Assignment**. You are prompted to apply your changes to all or selected students, and then Assignment Builder launches. See **Task 2: Refine the Assignment** on page 50.
- To unassign the assignment, check the desired student or students and click **Unassign**. At the confirmation prompt, click **OK**.

Viewing Assignment Status by Student

- In the navigation bar, select **Assignments>Assignment Status** and click **Student**.
- Select the desired search filters—**Class**, **Grade**, **Name Keyword**, student **Attributes**—and click **Search**.
For each student, your search results display the student's user name, grade and number of assignments.
- To view assignments for a student, select the student (radio button below **Select**) and click **View Status**.

The **Assignments** grid displays the student's assignment names, status, level, assigned date and the name of the assigning teacher. The following example displays the three assignments assigned to Emma Brode. Emma has started one assignment.

The screenshot shows the 'Assignment Status' page with the 'Student' tab selected. The main content area displays student details: 'Student Name: Brode, Emma (ebrode)' and 'Grade: 6'. Below this is a section titled 'Assignments' which contains a table with the following data:

<input type="checkbox"/>	Assignment Name	Status	Level	Assigned	Assigned By
<input type="checkbox"/>	Explorer Math 6		6	10/7/2008	Pasch, Sandy
<input type="checkbox"/>	Math 6 Benchmark-2		6	10/8/2008	Pasch, Sandy
<input type="checkbox"/>	Probability Pre-Test		6	10/7/2008	Pasch, Sandy

Clicking the assignment name displays details about the assignment.

- For teachers only:* To edit the assignment, check the assignment and click **Edit Assignment**. You are prompted to apply your changes to all or selected students, and then Assignment Builder launches. See **Task 2: Refine the Assignment** on page 50.
- To unassign one or multiple assignments, check the desired assignment or assignments and click **Unassign**. At the confirmation prompt, click **OK**.

5 Assessments

Odyssey assessment solutions assess student performance, diagnose strengths and weaknesses, and prescribe specific instruction. They also provide formative assessment strategies, allowing the teacher to monitor progress and provide summative feedback to measure growth. State-specific assessments pinpoint student strengths and weaknesses on learning standards and identify prerequisites needed before a student can meet state objectives.

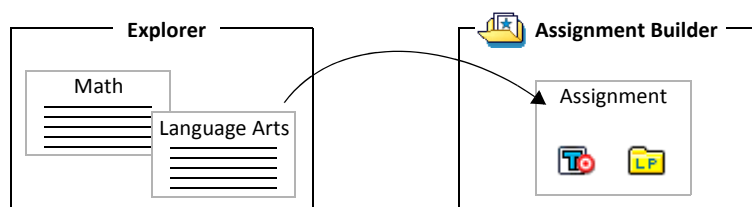
An **assessment** is a basis for measuring the skill, knowledge, intelligence, capabilities, or aptitudes of a student or group.

An **objective-based test** is an assessment that evaluates each objective against the passing score to diagnose a student's strengths and weaknesses.

Odyssey Manager provides these objective-based assessment options:

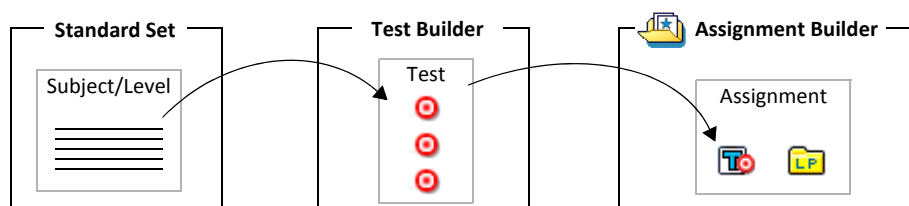
- **Odyssey Explorer** is an online assessment tool that delivers standards-aligned assessments for K-8 reading/language arts and math. Explorer diagnoses and provides immediate feedback on student progress toward mastery of state and national standards and objectives and then automatically prescribes the appropriate learning path containing learning activities for remediation, reinforcement, and enrichment.

When you use the Explorer curriculum to create an assignment, you can choose to include an objective-based test and associated learning path in the assignment. Learning paths identify activities that reinforce the objectives in the test. When you assign a learning path in conjunction with an Explorer test, students are automatically assigned activities related to the objectives they did not master. If the student masters all of the objectives in the test, no activities are included on the student's launch pad.

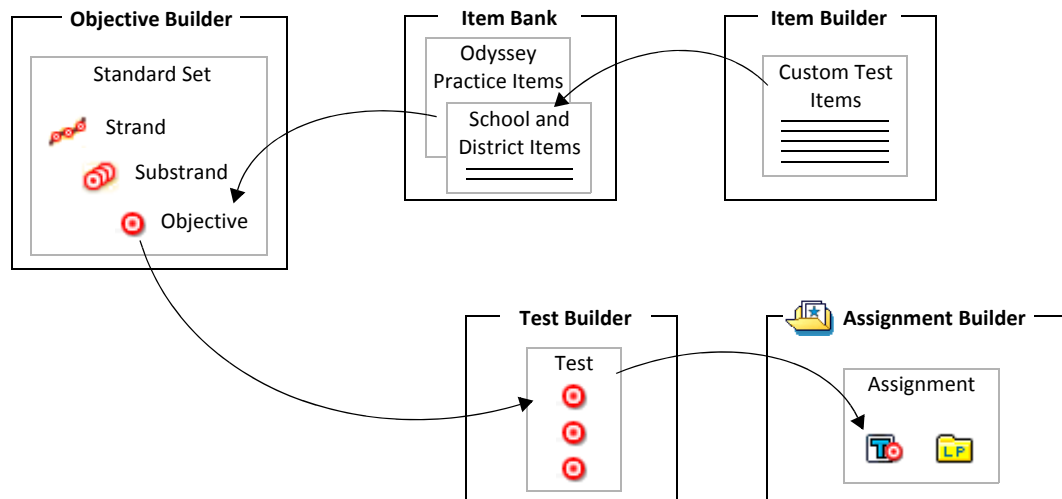


Explorer correlates to the National Assessment of Educational Progress (NAEP) subject frameworks in reading/language arts and math for grades four and eight.

- **Test Builder** allows you to build and customize assessments to align with local, state, and national standards. When you create a custom objective-based test, you can select a standard set and specific objectives to include in the test. Odyssey objectives are linked to test items. Additionally, you have the option of customizing learning paths built for your custom test.



- **Objective Builder** allows you to create custom standard sets, including objectives that you link to test items. You can use test items that are already in Odyssey's Item Bank, or create new test items with Item Builder. A custom test item can start out as a copy of an existing test item in the Item Bank.



NOTE For access to the Assessment module, your school must be licensed for Explorer. For access to the Item Bank and Objective Builder, your school must be licensed for custom assessment tools.

Custom Objective-based Tests

Teachers can use Test Builder to create custom objective-based tests using objectives from CompassLearning Explorer, your state, or your own custom district or school objectives.

CAUTION If you copy an assignment that includes an objective-based test, and then edit the test, your edits are applied to the original objective-based test.

Consider the following scenario: the pre-test mastery score is set to 100%, so that all students are assigned a learning path. The mastery score for the post-test assessment—which is a copy of the pre-test assessment—is set to 70%. Changing the mastery score for the post-test assessment also changes the mastery score for the pre-test assessment.

Building a Custom Objective-based Test

► For Teachers

Building a custom objective-based test includes the following general tasks:

Task 1: Select Objectives below

Task 2: Select Test Properties on page 76

Task 3: Include the Test in an Assignment on page 77

Task 1: Select Objectives

- 1 In the navigation bar, select **Assessment>Test Builder**.
- 2 From the **Select Criteria** screen, select a **Standard Set**.

Based on the standard set you selected, subjects are made available from the **Subject** dropdown.

NOTE For district tests, do not use your school's standard set.

- 3 Select a **Subject**.

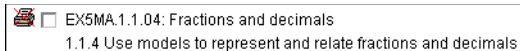
Based on the subject you selected, levels are made available from the **Level** dropdown.

- 4 Select a **Level**.
- 5 *Optional:* to further focus your search for objectives, enter a keyword.
- 6 When finished, click **Next**.

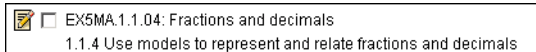
The **Select Objectives** screen displays objectives that match your search criteria.

- 7 Check the objectives you want to include in your custom test, noting the following:

If you include in a custom test an objective that cannot be printed, the test cannot be administered offline. Objectives that cannot be printed are marked with the following icon:



If you include in a custom test a draft objective, the entire test is marked draft and cannot be assigned. Draft objectives are marked with the following icon:



- 8 When finished, click **Next**.

The **Review Selected Objectives and Items** screen prompts you to review your selections. To make changes, click **Back**.

BEST PRACTICE Each CompassLearning objective represents a minimum of four test items. Your custom objectives may differ. To ensure that the test is a manageable length, consider building small tests of five to eight objectives.

- 9 When finished, click **Next**.

Test Builder displays the **Select Test Properties** screen, where you will continue to build the test. See **Task 2: Select Test Properties** below.

Task 2: Select Test Properties

The **Select Test Properties** screen includes the following options for defining a custom objective-based test.

Test property	Description
Test name	Assigns a test name. This test property is required.
Message	Displays a message for students on the test title page. This test property is optional.

Test property	Description
Draft mode	Sets the test to Draft mode, so that you may conduct a review before administering the test. A Draft test can be viewed, but neither the test nor any assignment that includes the test can be assigned.
Multiple Sessions	Allows students to return to an unfinished test at a later time. Note that students are unable to return to questions already viewed in the previous session.
Allow Early Turn In	Available only when Multiple Sessions is set to Yes . Allows students to turn in the objective-based test before they have viewed all of the test items. Setting Allow Early Turn In to No prevents students from accidentally turning in an uncompleted test and receiving an unrepresentative score.
Mastery Score	Minimum score a student must achieve to master each objective in the test.
Build Learning Path	Creates a learning path to correspond with the objectives in a custom objective-based test. If you want to customize learning paths in the assignment, you must select this option.
Navigation Allowed	Enables students to navigate sequentially—forward and backward—or non-sequentially through the test. NOTE: if Multiple Sessions is set to Yes , and navigation is allowed, students cannot return to questions already viewed in a previous session.
Randomize Items	Varies the order of the test items. NOTE for Explorer tests: Explorer tests have been developed by testing experts and validated in the standard order. It is recommended that you do not randomize the order of an Explorer test.
Minutes Allowed	Sets a time limit on students' testing sessions. The default setting of 0 (zero) specifies unlimited time allowed for the test. If multiple sessions are allowed, the value defined applies to all test sessions.

To select the test properties, complete these steps:

- 1 From the **Select Test Properties** screen, enter a name for the test.

NOTE The test name is limited to 46 alphanumeric characters.

- 2 *Optional:* enter a message that your students will see on the test title page. The test message is limited to 100 characters.
- 3 Review the defaults, making changes as necessary.
- 4 When finished, click **Next**.
- 5 From the **Confirmation** screen, review the test definition. To make changes, click **Back**. To save the test, click **Save**.

Assignment Builder launches, displaying your test as part of a new assignment. See **Task 3: Include the Test in an Assignment** below.

Task 3: Include the Test in an Assignment

With your custom objective-based test displayed in a new assignment in Assignment Builder, you can complete the assignment or make further changes. See these topics in **Assignments**:

Task 2: Refine the Assignment on page 50.

Task 3: Finalize the Assignment on page 53.

Printing an Assessment for Review

- 1 With your objective-based test displayed in Assignment Builder, click the **Details** link next to the test name.

Select	Update	Type	Name	
<input type="checkbox"/>	1		Place Value	Edit Details
<input type="checkbox"/>	2		Place Value Learning Path	

Clicking **Details** opens the test summary.

A new window displays the test summary.

Test Summary		Answer Key	View PDF	Print	Close
Test Name: Place Value		Status: Active			
Standard Set: CompassLearning Explorer		Creator: Pasch, Sandy (spasch)			
Test Properties					
Mastery Score: 70%		Multiple Sessions: Yes		Randomize Items: No	
Minutes Allowed: Unlimited		Allow Early Turn In: No		Navigation Allowed: Yes	
Teacher Message:					
Objective		Description			
EXSMA.1.2.04 Rounding whole numbers		1.2.4 Round whole numbers through the millions to the nearest ten, hundred, thousand, ten thousand, or hundred thousand			
EXSMA.1.2.06 Round decimals		1.2.6 Round decimals through thousandths			

Clicking **View PDF** displays the PDF version of the test to print.

- 2 To open the test in PDF format, click **View PDF**.

A new window opens the PDF version of the test.

- 3 From the PDF window, print the test, and then click the window's **X** button to close the PDF window.
- 4 From the **Test Summary** window, click **Close**.

Test Items

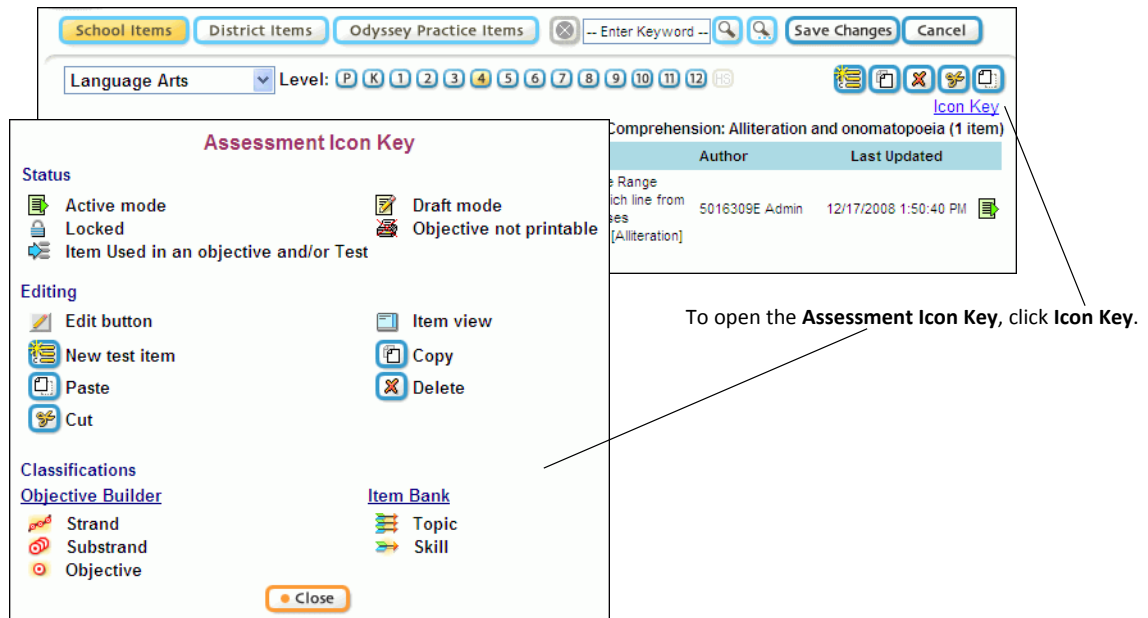
When you build a custom standard set, you will link objectives to test items from Odyssey's Item Bank. You can choose to include test items that have been created, or you can use Item Builder to create new test items.

Item Bank below

Item Builder on page 82

Icons

Item Bank and Objective Builder use a special set of icons.



Item Bank

Item Bank stores test items you can use to create custom objective-based tests. The Odyssey Practice Items bank contains test items created by CompassLearning. You can use these test items as is, or you can paste a copy of a test item into **School Items** or **District Items** and make changes to the copied test item. Initially, the **School Items**

and **District Items** banks will not contain test items. These repositories are populated with test items that district and school administrators and teachers create.

The screenshot displays the 'Item Bank' interface with a navigation bar at the top containing 'Home', 'Setup', 'Assignments', 'Assessment', 'Reports', 'Content', and 'Log Out'. Below the navigation bar are tabs for 'School Items', 'District Items', and 'Odyssey Practice Items'. The 'Odyssey Practice Items' tab is selected, showing a list of items under the category 'Level 4 Language Arts: Comprehension: Alliteration and onomatopoeia (7 items)'. A 'Copy' button is visible in the top right corner. A callout box points to the 'Copy' button with the text: 'Copy an item from Odyssey Practice Items and paste it into the School Items bank.'

On the left side, a tree view shows the hierarchy of items. Callouts point to 'Level' (Level 4 Language Arts), 'Topic' (Comprehension), and 'Skill' (Alliteration and onomatopoeia). Below this, a callout points to the 'Odyssey Practice Items bank' and another points to the 'School Items bank'.

At the bottom, a callout points to a specific item in the list with the text: 'Click to view the test item.' Another callout points to the 'Icon Key' button with the text: 'Click to edit the test item.' A third callout points to the 'Last Updated' column with the text: 'Denotes an active test item.'

Repository	User	Description
School Items	Teacher School administrator	Stores test items that are available to teachers and administrators at your school.
District Items	Teacher School administrator District administrator	Stores test items that are available for users at other schools in the district.
Odyssey Practice Items	Teacher School administrator District administrator	Stores test items created by CompassLearning. Use a test item as is or copy and change it before using it in a custom objective-based test.

NOTE Teachers must be granted permission to access school and district custom assessment features. See [User Accounts](#) on page 209.

Browsing Odyssey Test Items

- 1 In the navigation bar, select **Assessment>Item Bank**.
- 2 Click **Odyssey Practice Items**.

- 3 From the subject dropdown, select a subject.
Available levels are displayed for the selected subject.
- 4 Click the desired level.
Available topics are displayed for the selected level.
- 5 To view a topic's skills, click the plus sign next to the topic's name in the tree.
Available skills are displayed for the selected topic. In the grid to the right, each skill is listed, along with the number of associated questions.
- 6 To view a skill's questions, click the skill's name in the tree.
Questions are displayed in the grid.
- 7 To view a test item, click the icon next to the test item's title in the grid.

Copying an Odyssey Practice Test Item

- 1 In the navigation bar, select **Assessment>Item Bank**.
- 2 Click **Odyssey Practice Items**.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.
- 5 From the tree, click the desired topic.
- 6 From the tree, click the desired skill.
Questions are displayed in the grid.
- 7 Check one or multiple questions and then click the **Copy** button.



NOTE To view a test item, click the icon next to the test item's title in the grid.

- 8 Click the target item bank—**School Items** or **District Items**.
The target item bank displays the corresponding subject and level.
- 9 Click the **Paste** button.



The copied test items are pasted into the target item bank. When copied to the school or district bank, you can make changes to the test item.

- 10 Click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Editing a Test Item

NOTE You are unable to edit test items that are in use—in a test or being edited by another Odyssey user.

- 1 In the navigation bar, select **Assessment>Item Bank**.
- 2 Click **School Items** or **District Items**.
- 3 Locate the test item by first selecting the subject and level.
- 4 From the tree, click the desired topic and then the skill.
Test items are displayed in the grid.
- 5 To edit a test item, launch Item Builder by clicking the **Edit** button for the desired test item.



See **Item Builder** below.

Deleting a Test Item

NOTE You are unable to delete test items that are in use—in a test or being edited by another Odyssey user.

- 1 In the navigation bar, select **Assessment>Item Bank**.
- 2 Click **School Items** or **District Items**.
- 3 Locate the test item by first selecting the subject and level.
- 4 From the tree, click the desired topic and then the skill.
Test items are displayed in the grid.
- 5 Check the test item you want to delete and then click the **Delete** button.



You are prompted to confirm the deletion.

- 6 To delete the test item, click **OK**.

Item Builder

Item Builder is an Odyssey tool that lets you create custom, multiple-choice test items to add to a custom objective-based test. Each test item can include images, sound, and equations and present two to four **distractors**, potential answers.

BEST PRACTICE If you participated in an implementation planning meeting, use the naming conventions developed at this meeting when you name your test items.

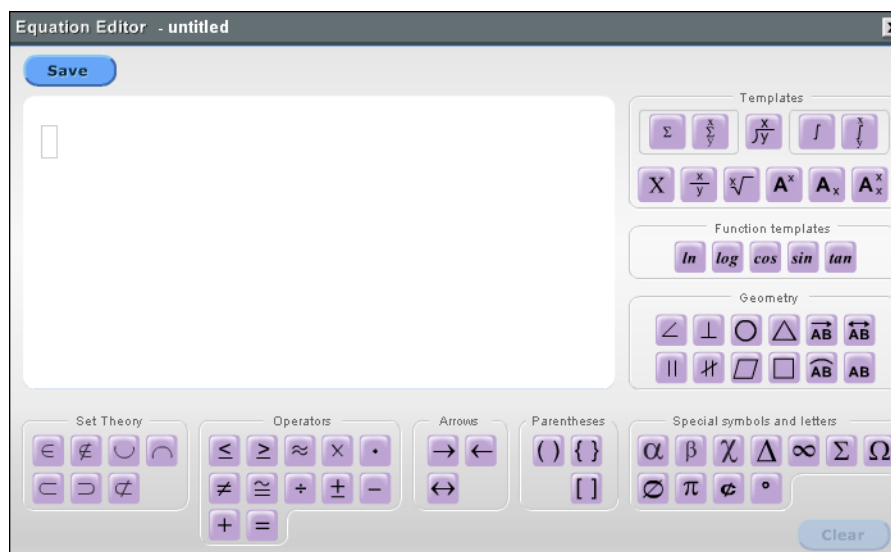
When you first launch Item Builder, you will see the following screen:

The screenshot shows the Item Builder interface with the following callouts:

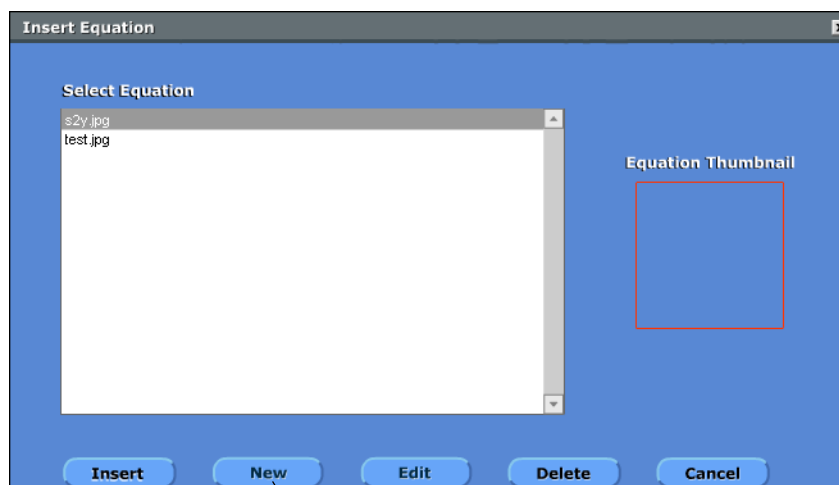
- File, Edit, Format:** Lets you add an image, sound file, or equation.
- Equation Editor:** Opens the equation editor.
- View:** Click **View** to preview the test item.
- Save:** Saves the test item.
- Title:** Test item title that is displayed in the **Item Bank**.
- Subject, Level, Sound, Draft:** If a test includes a test item marked **Draft**, the test cannot be assigned.
- Section 1, 2, 3:** Enter text, graphic, and/or math symbol. Includes **Box** and **Fixed Size** options.
- Text Alignment:** Sets the text alignment of the current section of the test item.
- Fixed Size:** Adds a box surrounding the section. **Fixed Size** adds a scroll bar if the section is larger than the box.
- Distractors:** Specifies how the distractors are arranged.

Define a minimum of two distractors for each test item. Click the radio button of the correct answer.

You will use the Equation Editor to create an equation to insert into a test item.



Odyssey saves equations as JPG files and makes them available through the **Insert Equation** screen. Use this screen also to edit and delete equation files. Clicking **New** launches the Equation Editor.



Launches Equation Editor to build a new equation.

Creating a New Test Item

- 1 In the navigation bar, select **Assessment>Item Bank**.
- 2 Click the target item bank—**School Items** or **District Items**.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.
- 5 From the tree, click the desired topic.

The tree displays skills associated with the topic.

- 6 From the tree, click the desired skill.
Existing questions, if any, are displayed in the grid.

- 7 Click the **Create new test item** button.



- 8 Odyssey Manager launches Item Builder, a tool for you to create the new test item.
- 9 In the **Title** field, give the test item a name. The test item's title will be displayed in the **Item Bank**.
Optional: To provide additional information about the test item, click **Properties** and enter information in the **Test Item Properties** dialog box.
- 10 Starting with **Section 1**, enter the test question. Your question may include text, graphics, sound, and equations. Additionally, the test question may be framed by a box and be a fixed size. If you select **Fixed Size** and the question requires more space than the size of the box, a scroll bar is displayed at the side of the box.

For instructions on including images, sound, and equations, see:

- **Inserting an Image into a Test Item** below
- **Attaching a Sound File to a Test Item** on page 86
- **Creating an Equation** on page 87

- **Inserting an Equation into a Test Item** on page 88

- 11 Define a minimum of two distractors, and select the radio button of the correct answer.
- 12 To preview the test item, click **View**. If necessary, make changes.

BEST PRACTICE Preview the test item before making the item available.

- 13 When finished, click **Save**.
- 14 To create another test item, click the **New Item** button.



OR

To return to the **Item Bank**, click the window's **Exit** button (X).

- 15 From **Item Bank**, click **Save Changes**.

NOTE Tests that use **Draft** test items cannot be assigned.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Inserting an Image into a Test Item

► For School Administrators and Teachers

Item Builder supports JPG, GIF, TIF, and BMP images that are 100 KB or smaller. Odyssey converts images to the JPG format as part of the upload process.

- 1 Open the test item in Item Builder.
- 2 Click the **Insert graphic** toolbar button.



The **Insert Image** dialog box is displayed. Available images, if any, are listed.

- 3 Click **Upload**.
- 4 **Browse** to the desired image file, and from the Windows **File Upload** dialog box, click **Open**.

The path and file name are displayed in the **Upload Image** dialog box.

- 5 Click **Upload**.
- 6 Click **OK** and from the **Insert Image** dialog box, click **Refresh**.
- 7 Click the name of the desired image, and then **Insert**.

The Item Builder screen displays the test item. Notice that your cursor is an image icon.

- 8 Position your cursor in the desired test item section and click.

- 9 To preview the image, click the image icon. You can resize the image in this screen.
- 10 To preview the image in the test item, click **View**.

NOTE If you place text and images on the same line, ensure that a space precedes and follows the image. When editing test items with images, save often.

- 11 When finished, click **Save** and **X** (Exit).
- 12 From **Item Bank**, click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Removing an Image from a Test Item

- 1 Open the test item in Item Builder.
- 2 Position your cursor to the immediate right of the image icon and then backspace to delete the image.

Attaching a Sound File to a Test Item

► For School Administrators and Teachers

Item Builder supports **.swf** and **.mp3** files that are 100 KB or smaller.

- 1 Open the test item in Item Builder.
- 2 Click the **Insert Sound File** toolbar button.



The **Attach Sound File** dialog box is displayed. Available sound files, if any, are listed.

- 3 Click **Upload**.
- 4 **Browse** to the desired sound file, and from the Windows **File Upload** dialog box, click **Open**.

The path and file name are displayed in the **Upload Sound File** dialog box.

- 5 Click **Upload**.
- 6 Click **OK**.

The **Attach Sound File** dialog box is displayed.

- 7 To play the sound file, in the **Uploaded Sound Files** box, select the file name and then click **Play**. (Ensure that you click the **Play** button located to the right of the **Uploaded Sound Files** box.)
- 8 To attach the sound file to the test item, select the file name and then click **Attach**.
- 9 The sound file name is displayed under **Attached Sound**.
- 10 To return to Item Builder, click **OK**.

The Item Builder screen displays **Sound: Attached**.

- 11 To preview the test item, including the sound file, click **View**.
- 12 When finished, click **Save** and **X** (Exit).
- 13 From **Item Bank**, click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Removing a Sound File from a Test Item

- 1 Open the test item in Item Builder.
- 2 Click the **Insert Sound File** toolbar button.



The **Attach Sound File** dialog box is displayed. If the test item includes a sound file, the file name is listed in the **Attached Sound** box.

- 3 Click **Detach** and then **OK**.
The Item Builder screen displays **Sound: None**.
- 4 When finished, click **Save** and **X** (Exit).
- 5 From **Item Bank**, click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Creating an Equation

- 1 In Item Builder, open the test item.
- 2 Click the **Equation Editor** toolbar button.



The Equation Editor is displayed.

- 3 Using symbols from the symbol catalog and keyboard letters, numerals, and symbols, build your equation.
- 4 When finished, click **Save**.
The **Save** dialog box prompts you for a name.
- 5 Type a name for the equation and then **OK**.
- 6 With the **Saving Equation** dialog box displayed, click **OK**.
The **Insert Equation** dialog box is displayed.

- 7 To insert the newly created equation into the test item, click **Insert**.

OR

Click **Cancel**.

NOTE Saved equations are available to insert in more than one test item.

The Item Builder screen displays the test item.

- 8 If you chose to insert the equation, notice that your cursor is an image icon. Position your cursor in the desired test item section and then click.
- 9 To preview the equation, click the image icon. You can resize the image in this screen.
- 10 To preview the equation in the test item, click **View**.

NOTE If you place text and images, including equations, on the same line, ensure that a space precedes and follows the equation. When editing test items with equations, save often.

- 11 When finished, click **Save** and **X** (Exit).

- 12 From **Item Bank**, click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Inserting an Equation into a Test Item

► For School Administrators and Teachers

- 1 In Item Builder, open the test item.
- 2 Click the **Insert Equation** toolbar button.



The **Insert Equation** dialog box lists available equations.

- 3 Select the desired equation file and then **Insert**.
The Item Builder screen displays the test item.
- 4 If you chose to insert the equation, notice that your cursor is an image icon. Position your cursor in the desired test item section and then click.
- 5 To preview the equation, click the image icon. You can resize the image in this screen.
- 6 To preview the equation in the test item, click **View**.

NOTE If you place text and images, including equations, on the same line, ensure that a space precedes and follows the equation. When editing test items with equations, save often.

- 7 When finished, click **Save** and **X** (Exit).

- 8 From **Item Bank**, click **Save Changes**.

CAUTION Remember to save your changes. Closing Item Bank without saving changes locks that area of the Item Bank to all other users.

Editing an Equation

- 1 Open the test item in Item Builder.
- 2 Position your cursor over the equation icon and click.
The equation is displayed in a new window.
- 3 Click **Equation Editor**.
Equation Editor launches.
- 4 Make changes to the equation and when finished, save the equation file.

Removing an Equation from a Test Item

- 1 Open the test item in Item Builder.
- 2 Position your cursor to the immediate right of the equation icon and then backspace to delete the equation.

Objectives

An **objective** is a measurable educational task that students should be able to complete after having received instruction. Objectives belong to standard sets that include three levels of hierarchy—strand, substrand, and objective.

With Odyssey’s Objective Builder you can create custom standard sets, including strands, substrands, and objectives.

- A **strand** is a high-level goal. Examples are *Reading Analysis* and *Reading Comprehension*.
- A **substrand** is a more detailed version of the high-level goal. A *Reading Analysis* strand might include two substrands: *Informational Texts* and *Poetry*.
- An **objective** in the *Informational Texts* and *Poetry* substrands might be *Analyze word choice*.

The standard set fits together as follows:

Strand: Reading Analysis

Substrand: Informational Texts

Objective: Analyze word choice

Substrand: Poetry

Objective: Analyze word choice

The following screen displays the standard set for Level 5 English Language Arts in Nevada. Notice that the Objective Builder window is divided into two panes. With the level and subject highlighted in the upper pane, the strands are listed in the lower pane and available to copy.

Level and subject in the standard set.

Strand.

Substrand.

Strands in the Level 5 English Language Arts standard set are displayed in the lower pane. To copy a strand, check it and then click **Copy**.

Objective Builder

Home Setup Assignments Assessment Reports Content Log Out

School Standards District Standards State Standards Standard Set: Nevada State Standards [Icon Key](#)

English Language Arts Level: P K 1 2 3 4 5 6 7 8 9 10 11 12 HS

Select a strand to view the substrands

- Level 5 English Language Arts
 - 1.0 Word Analysis
 - Phonics and Structural Analysis
 - Vocabulary Development
 - Fluency and Comprehension
 - 2.0 Reading Strategies
 - 3.0 Literary Text
 - 4.0 Expository Text
 - 5.0 Effective Writing
 - 6.0 Types of Writing
 - 7.0 Listening
 - 8.0 Speaking

Level 5 English Language Arts

Strands

Title	Author
<input type="checkbox"/> 1.0 Word Analysis	CompassLearning
<input type="checkbox"/> 2.0 Reading Strategies	CompassLearning
<input type="checkbox"/> 3.0 Literary Text	CompassLearning
<input type="checkbox"/> 4.0 Expository Text	CompassLearning
<input type="checkbox"/> 5.0 Effective Writing	CompassLearning
<input type="checkbox"/> 6.0 Types of Writing	CompassLearning
<input type="checkbox"/> 7.0 Listening	CompassLearning

Copy

Similarly, with the strand highlighted in the upper pane, the substrands are listed in the lower pane and available to copy.

Level 5 English Language Arts

- 1.0 Word Analysis
 - Phonics and Structural Analysis
 - Vocabulary Development
 - Fluency and Comprehension

Strand: 1.0 Word Analysis

Substrands

Title	Author
<input type="checkbox"/> Phonics and Structural Analysis	CompassLearning
<input type="checkbox"/> Vocabulary Development	CompassLearning
<input type="checkbox"/> Fluency and Comprehension	CompassLearning

Copy

With the substrand highlighted in the upper pane, the objectives for that substrand are listed in the lower pane and available to copy.

Level 5 English Language Arts

- 1.0 Word Analysis
 - Phonics and Structural Analysis
 - Vocabulary Development**
 - Fluency and Comprehension

Substrand: Vocabulary Development

Objectives Copy

Title	Author
1.5.4.a: Comp/build/extend vocabulary: homographs/homophones/syntax/parts of speech/synonyms /antonyms	CompassLearning
1.5.4.b: Comprehend/build/extend vocabulary using context clues and structural analysis	CompassLearning
1.5.4.c: Apply alphabetic order to locate words in resources	CompassLearning
1.5.4.d: Use resources to find and/or confirm meaning of unknown words and word origins	CompassLearning
1.5.4.e: With assistance use resources to find/confirm meaning of Greek-Latin word roots	CompassLearning
1.5.4.f: Identify differences between connotative and denotative meaning in text	CompassLearning
1.5.4.g: Build vocabulary using pictures and symbols	CompassLearning

State standards are available to copy but cannot be edited. To customize a state standard, first copy a strand, substrand, and accompanying objectives into the school or district standards bank. The following screen displays the **School Standards** set that includes standards that have been copied from the **State Standards** set. Notice that the editing buttons are visible for the items in the lower pane.

School Standards **District Standards** **State Standards** EDIT **Standard Set:** June's School Standard Set Icon Key

Language Arts **Level:** P K 1 2 3 4 5 6 7 8 9 10 11 12 HS Save Changes Cancel

Select an objective to view the test items

Level 5 Language Arts

- 1.0 Word Analysis
 - Fluency and Comprehension
 - Phonics and Structural Analysis
 - Vocabulary Development

Substrand: Fluency and Comprehension

Objectives

Update	Title	Author	Last Updated	Status
<input type="checkbox"/> 572	1.5.5.a: Apply knowledge of high frequency words in text to build fluency and comprehension	5016309E Admin	2/13/2009 12:51:00 PM	Active objective.
<input type="checkbox"/> 573	1.5.5.b: Apply knowledge of content-specific vocabulary in text to build comprehension	5016309E Admin	2/13/2009 12:51:00 PM	Draft objective.
<input type="checkbox"/> 574	1.5.5.c: Read fluently aloud/silently with a focus on prosody/accuracy/automaticity/reading rate	5016309E Admin	2/13/2009 12:52:00 PM	Locked and active objective.

Objectives can be reordered by changing the value and then clicking **Update**.

Click to edit the objective.

Click **Edit** to change the name or set the standard set to **Active** or **Inactive**.

Edit buttons for the contents of the lower pane. The **Paste** button is unavailable because nothing has been copied.

Linking test items to an objective is the last step in creating a custom standard set. The following screen displays four test items linked to **Objective 1.5.5.b**.

Test items can be reordered by changing the value and then clicking **Update**.

Click to preview the test item.

	Update	Title	Author	Last Updated
<input type="checkbox"/>	1	Over and Over:[Fiction] What is the meaning of incessantly? [Context Clues]	CompassLearning	6/14/2007 9:07:00 AM
<input type="checkbox"/>	2	Oceanography [Nonfiction] As used in the passage, what does the word species mean? [Context clues]	CompassLearning	1/29/2008 6:51:00 PM
<input type="checkbox"/>	3	Tea Overboard [Fiction] As used in the passage, what does the word rebellious mean? [Context clues]	CompassLearning	1/29/2008 6:51:00 PM
<input type="checkbox"/>	4	Over and Over: [Fiction] What does mocking mean? [Context Clues]	CompassLearning	6/14/2007 9:08:00 AM

Naming Conventions for Standard Sets

BEST PRACTICE If you participated in an implementation planning meeting, use the naming conventions developed at this meeting when you name strands, substrands, and objectives in your standard set.

Numbering strands and substrands and adding a subject code to the objective are recommended. You can use a similar format to your state standards or develop a new convention based on custom district curriculum. Consider using the following format to name an objective:

Subject.Grade Level_Strand.substrand code.objective number_ Shortened Objective

Using this naming convention, the standard set is written as follows:

Strand: 1 Reading Analysis

Substrand: 1.1 Informational Texts

Objective: RLA.7_1.1.01_Analyze word choice

Substrand: 1.2 Poetry

Objective: RLA.7_1.2.01_Analyze word choice

Custom Standard Sets

NOTE To share a test across the district, you must use objectives from the district standard set.

Copying a Strand

- 1 In the navigation bar, select **Assessment>Objective Builder**.
- 2 To copy standards from the state, click the **State Standards** bank.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.
Objective Builder displays available strands.
- 5 With the level and subject highlighted in the upper pane and the strands displayed in the lower pane, check one or multiple strands that you want to copy.
- 6 Click the **Copy** button.



- 7 Click the target standards bank—**School Standards** or **District Standards**.

The standard set for the selected bank displays available strands, if any.

- 8 Click the **Paste** button.



The strand and its associated substrands and objectives are pasted into the target standards bank and are available to edit.

- 9 When finished, click **Save Changes**.

CAUTION Remember to save your changes. Closing Objective Builder without saving changes locks that area of Objective Builder to all other users.

Creating a Strand

- 1 In the navigation bar, select **Assessment>Objective Builder**.
- 2 Click the target standards bank—**School Standards** or **District Standards**.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.

Objective Builder displays available strands, if any.

- 5 To create a new strand, click the **Create a new strand** button.



The **New Strand** dialog box prompts you for a title.

- 6 Enter a title and then **Save**.

The new strand is displayed in the standards bank for the selected level and subject.

- 7 When finished, click **Save Changes**.

CAUTION Remember to save your changes. Closing Objective Builder without saving changes locks that area of Objective Builder to all other users.

Creating a Substrand

- 1 In the navigation bar, select **Assessment>Objective Builder**.
- 2 Click the target standards bank—**School Standards** or **District Standards**.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.

Objective Builder displays available strands.

- 5 Click the desired strand.

Objective Builder displays available substrands, if any.

- 6 To create a new substrand, click the **Create a new substrand** button.



The **New Substrand** dialog box prompts you for a title.

- 7 Enter a title and then **Save**.

The new substrand is displayed in the standards bank for the selected level, subject, and strand.

- 8 When finished, click **Save Changes**.

CAUTION Remember to save your changes. Closing Objective Builder without saving changes locks that area of Objective Builder to all other users.

Creating an Objective

You will use the **New Objective** dialog box to create an objective.

A locked objective can be viewed and assigned but not edited. District and school administrators can lock and unlock objectives.

If a test includes a draft objective, the test cannot be assigned. Turn **Draft mode** to **No** before including the objective in a test.

Key: Lock: ☐ Draft mode: ☐ Yes ☒ No

Title:

Description:

Descriptions are limited to 1,000 characters or fewer (including spaces and punctuation).

- 1 In the navigation bar, select **Assessment>Objective Builder**.
- 2 Click the target standards bank—**School Standards** or **District Standards**.
- 3 From the subject dropdown, select the desired subject.
- 4 Click the desired level.
Objective Builder displays available strands.
- 5 Click the desired strand and then substrand.
Objective Builder displays available objectives, if any.
- 6 To create a new objective, click the **Create a new objective** button.



The **New Objective** dialog box is displayed.

- 7 Enter a key, title, and description.

BEST PRACTICE Define a key when you create an objective. The Test Summary by Objective report uses objective keys for displaying class data. To see examples of keys, browse the Explorer curriculum set.

- 8 When finished, click **Save**.
The new objective is displayed in the standards bank for the selected substrand.
- 9 When finished, click **Save Changes**.

CAUTION Remember to save your changes. Closing Objective Builder without saving changes locks that area of Objective Builder to all other users.

Adding Test Items

- 1 In the navigation bar, select **Assessment>Objective Builder**.
- 2 Click the target standards bank—**School Standards** or **District Standards**.

3 From the subject dropdown, select the desired subject.

4 Click the desired level.

Available strands are displayed.

5 Click the desired strand, substrand, and objective.

Linked test items, if any, are displayed in the lower pane.

6 To link one or multiple test items, click the **Link Items** button.



The **Item Bank** opens in a separate window.

7 Click the desired item bank.

8 From the dropdown, select the desired subject; and select the desired level.

9 From the tree, first select a topic, and next, a skill.

10 With test items displayed in the grid, check the desired items to link to the objective.

CAUTION Exercise care if you make changes to test items. Changing a test item makes the change globally. That is, if the same test item is linked to more than one objective, the test item is changed for all objectives.

11 When finished, click **Add Items**.

The test items are added to the objective in Objective Builder.

12 To reorder an item, click the up or down arrow and then **Update**. To preview a test item, click the blue icon to the left of the title.

NOTE To preview a test item, click the icon to the left of the title.

13 When finished, click **Save Changes**.

To make your custom standard set available to Test Builder, the standard set must be **Active**.

14 From within Objective Builder near the top of the window, click **Edit**.

The **Edit Standard Set** dialog box is displayed.

15 Set the **Status** to **Active**.

16 When finished, click **Save**.

CAUTION Remember to save your changes. Closing Objective Builder without saving changes locks that area of Objective Builder to all other users.

6 Reports

Odyssey Manager provides a wide variety of reports for teachers and administrators to create detailed and summary snapshots of student achievement, both in the classroom and on state-mandated testing. Options include using aggregated and disaggregated data, multi-school administration data, pre-test versus post-test comparisons, and individual student progress data.

For all reports, Odyssey offers these report formats:

- **HTML.** With Odyssey's wizard, you will generate a report that is displayed in a browser window—either immediately or from the **Reporting Queue** window. Many reports offer hot links to activities and test scores. From all HTML reports, you can generate PDF and CSV files (with the same report data). In the following example, the report is displayed in HTML.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the HTML report.

Options: One student per page

Close



1 of 2

Duration Report

Subject: All
Date Range: 2/2/2009 - 3/4/2009
Include data from previous schools: Yes

Date: 3/4/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Adams, John (johnadams)	Number of Completions	Completed Date	Completed Time	Time on Task(hh:mm:ss)
LA Extensions Level 3				
Chapter: Reading Comprehension - Extension				
Lesson: Reading Cues				
 Reading Cues	1	03/04/2009	11:42:48 AM	00:00:38
 Ready, Set, Start! (synonyms) - 34005	1	03/04/2009	11:41:59 AM	00:05:26
Total Time on Lesson				00:06:04
Total Time on Chapter				00:06:04

Quiz name links to the answer key.

Learning activity (LA) name and LA code link to the learning activity.

NOTE Odyssey processes all reports generated by school and district administrators offline, making the HTML report available at a later time. When a report is processed successfully, you can display the HTML version of the report from the **Reporting Queue** window. See **Offline Report Processing** on page 103.

- **PDF.** If you are required to print the report, the PDF version provides more consistent formatting than printing the HTML screens. Additionally, you can easily distribute the PDF version of the report to others in your organization.
- **CSV.** CSV files are ASCII text files with one record per line and a comma separating the fields. With report data exported to a CSV file, you can import and then manipulate the data in Excel, Access, or another data warehouse tool.

Reports by Category

The following table summarizes Odyssey reports by category. Access to a specific report depends on your Odyssey user role—Teacher, School Administrator, District Administrator, Parent, or Student.

Category	Users	Report title	Description	Read more
Administration	School Administrators District Administrators	Utilization	Summarizes student time on activities for a school and for a district. Define up to five time intervals to display the number of students per duration.	page 106
	Teachers School Administrators District Administrators	Attendance	Displays the following types of session attendance data for a specified date range: <ul style="list-style-type: none"> • Completed session times • Incomplete sessions • All sessions • No sessions • Session times • Teacher login • Student login The attendance reports can help you evaluate how the Odyssey system is being used in your classes, schools, and district.	page 108
		Duration	Displays amount of time each student spends on activities within a specified date range. Activities may be part of an assignment or completed when the student is navigating Odyssey outside of an assignment. Use the duration report to analyze how students use Odyssey.	page 113
		Enrollment	Displays student enrollment information grouped by class or grade level.	page 116
		Assignment Status	Displays usage and completion status of assignments within your district for a specified date range. Use the assignment status report to review usage of the Odyssey system.	page 119
Progress	Teachers School Administrators District Administrators	Student Progress	Displays individual student progress on completed activities within a specified date range. Includes summaries by activity type or (for teachers) by assignment.	page 125
		Progress Summary	Displays individual student summaries on completed activities. Teachers can also sort by activity type.	page 130
		Learning Path Status	Displays status of activities in a learning path, including information on objectives associated with each activity. View details by student for individual objectives or a summary of the entire learning path.	page 134

Category	Users	Report title	Description	Read more
Assessment	Teachers School Administrators District Administrators	Objective-based Test Results	Displays student performance and progress on objective-based tests. Generate the report by test or objective. View results in data or graphical format.	page 138
		Test Item Summary	Summarizes number and percentage of student responses by item in a specified objective-based test.	page 144
		Test Summary by Objective	Summarizes student performance on objective-based tests by objective.	page 147
	School Administrators District Administrators	Objective Score	Summarizes class or school performance on a specified objective for a specified date range.	page 150
Test Translator	Teachers School Administrators District Administrators	Goal-based Test Results	Displays student, class, or school performance by objective on a specified external test.	page 153
		Test Summary by Goal	Summarizes student or class results by goal on a specified test administered externally.	page 156
		Goal Score	Displays number—by external goal—of students tested in each class or grade level.	page 158
		Test Translator Import Log	Summarizes the import results of goal-based tests administered externally.	page 161
		Longitudinal Goal Score Analysis	Displays student performance over time on goal-based tests administered externally.	page 164
		NWEA Learning Path Status	Displays status of activities in a learning path, including information on objectives associated with each activity. View details for individual objectives or a summary of the entire learning path.	page 168
		State Learning Path Status	Displays status of activities in a learning path, including information on objectives associated with each activity. View details for individual objectives or a summary of the entire learning path.	page 170
Odyssey Writer	Teachers School Administrators District Administrators	Student Writing Portfolio	Displays Odyssey Writer project evaluations for one or multiple projects by one or multiple students.	page 172
		Writing Summary	Displays Odyssey Writer project evaluations for a single project by one or multiple students.	page 175
Resources	Teachers School Administrators District Administrators	Curriculum	Displays relationships among chapters, lessons, and learning activities for a specified subject and grade level.	page 178
		State Correlation	Displays learning activities and quizzes grouped by strand for a specified state, subject, and level.	page 182
Student Portfolio	Parents	Attendance	Displays how often and for how long the student has worked in the system.	page 22
		Duration	For a specified time period, displays activities completed by the student. Also displays time the student spent on each activity.	page 23
	Parents Students	Student Score	For a specified time period, displays activities completed by the student. Also displays time the student spent on each activity and the student's score.	page 24

Reports by Education Strategy

Odyssey reports list and summarize a wide variety of student information. Options available within each report allow educators to tailor data presentation to address specific issues and education strategies.

The following table lists Odyssey reports by education strategy.

Issue	Guiding question	Reports
Student motivation	How do I encourage and empower individual students?	<ul style="list-style-type: none"> • Learning Path Status on page 134 • Student Progress on page 125 • Objective-based Test Results on page 138 • Student Writing Portfolio on page 172
Parent motivation	How do I show student progress at and between parent-teacher conferences?	<ul style="list-style-type: none"> • Learning Path Status on page 134 • Progress Summary on page 130 • Objective-based Test Results on page 138 • Reports—Parent View on page 21 • Student Writing Portfolio on page 172
Community presentations	How do I share school success stories with the school board and other community members?	<ul style="list-style-type: none"> • Progress Summary on page 130 • Attendance on page 108 (options to report on number of student, parent, and teacher logins) • Objective-based Test Results on page 138 • Objective Score on page 150 • Writing Summary on page 175 • Utilization on page 106
Implementation review	How do I know Odyssey is being fully utilized?	<ul style="list-style-type: none"> • Utilization on page 106 • Attendance on page 108 (options to report on number of student, parent, and teacher logins) • Assignment Status on page 119 • Progress Summary on page 130 • Test Item Summary on page 144 • Enrollment on page 116
Monitoring student achievement	How do I analyze student performance?	<ul style="list-style-type: none"> • Duration on page 113 • Student Progress on page 125 • Learning Path Status on page 134 • Objective-based Test Results on page 138 • Test Summary by Objective on page 147 • Student Writing Portfolio on page 172 • Writing Summary on page 175
Standardized test preparation	How do I efficiently prepare each student and entire student populations for successful performance on standardized tests?	<ul style="list-style-type: none"> • Objective-based Test Results on page 138 • Learning Path Status on page 134 • Test Summary by Objective on page 147 • Student Writing Portfolio on page 172 • Writing Summary on page 175

Issue	Guiding question	Reports
Student population performance	How do I analyze student performance by groups?	<ul style="list-style-type: none"> • Student Progress on page 125 • Objective-based Test Results on page 138 • Test Summary by Objective on page 147 • Objective Score on page 150 • Writing Summary on page 175
No Child Left Behind	How do I show adequate yearly progress or accountability for NCLB requirements?	<ul style="list-style-type: none"> • Progress Summary on page 130 • Objective-based Test Results on page 138 • Objective Score on page 150 • Student Writing Portfolio on page 172 • Attendance on page 108 (options to report on number of student, parent, and teacher logins)

The No Child Left Behind (NCLB) Act dramatically changed the landscape of education. Increased accountability, more rigorous assessment, demand for high quality educators, and mandates for research-based practices send this message to the nation's educators: every child in the United States should and will be given the same opportunities to learn and achieve.

Odyssey report capabilities address the NCLB requirements for accountability in two ways: showing progress throughout the year and disaggregation of data.

Adequate yearly progress (AYP) is a statewide accountability system mandated by the NCLB Act. An individual state's AYP measures progress toward a goal of 100 percent of students achieving state academic standards in a minimum of reading/language arts and math.

The Student Progress, Learning Path Status, and Objective-based Test Results reports all demonstrate student progress throughout the year and can gather this information for the teacher, principal, or district administrator.

Disaggregation of data is available when student records are defined according to individual subgroups, such as race/ethnicity, gender, economic status, special educational services, disability, or a combination of these. Odyssey reports can be run for these individual subgroups to help educators address critical aspects of the NCLB legislation and verify that their students are on the path to achievement.

Student attributes may be defined in a dialog box (at right) available when you create a new student record or update an existing student's record. See [Student Records](#) on page 27.

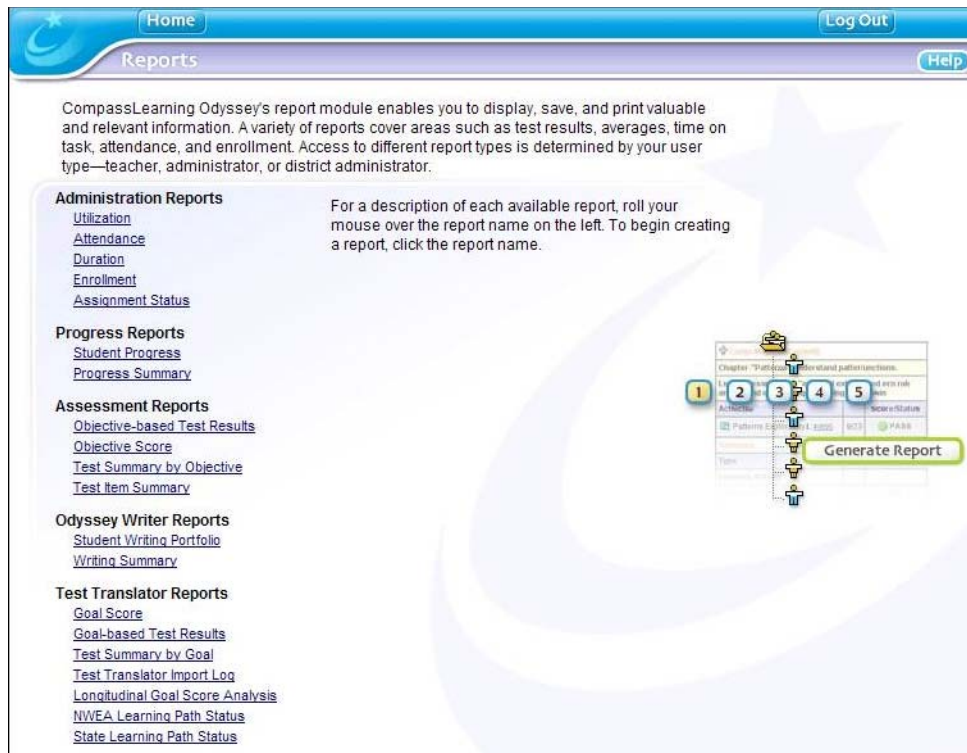
District Reports Administrator User

The district reports administrator generates district-wide reports and has access only to the Reports module. By default, a site is set up without a district reports administrator; this user type must be created by

CompassLearning. To create a district reports administrator for your site, contact CompassLearning Customer Support. The district reports administrator has access to the same reports as the district administrator.

NOTE A district must have at least one district administrator with full access.

At login, the district reports administrator sees the Reports home page; all reports that are available to that district are displayed.



NOTE A district may have multiple district administrator and district reports administrators; a school may have only one school administrator. All administrator user accounts are created by CompassLearning. To create a new administrator account, contact Customer Support. **For enterprise sites:** reactivation is required after the administrator account is created.

Best Practices and Tips

- After using the system for a semester, determine which reports are being used the most and then save these report settings to reuse during the next semester.
- When saving report settings, predetermined naming conventions allow users to locate a specific report quickly. Also, limit the report name to no more than 45 characters.
- Consider appointing one or two individuals to pull data from the district level and one or two to pull data from each school. Be aware of the data set on which you are reporting. Including or not including transferred students can change results dramatically.

- **Printing from PDF:** When printing PDF reports, ensure that your printer driver is available and enabled. Issues with printer drivers may prevent graphics from printing correctly.

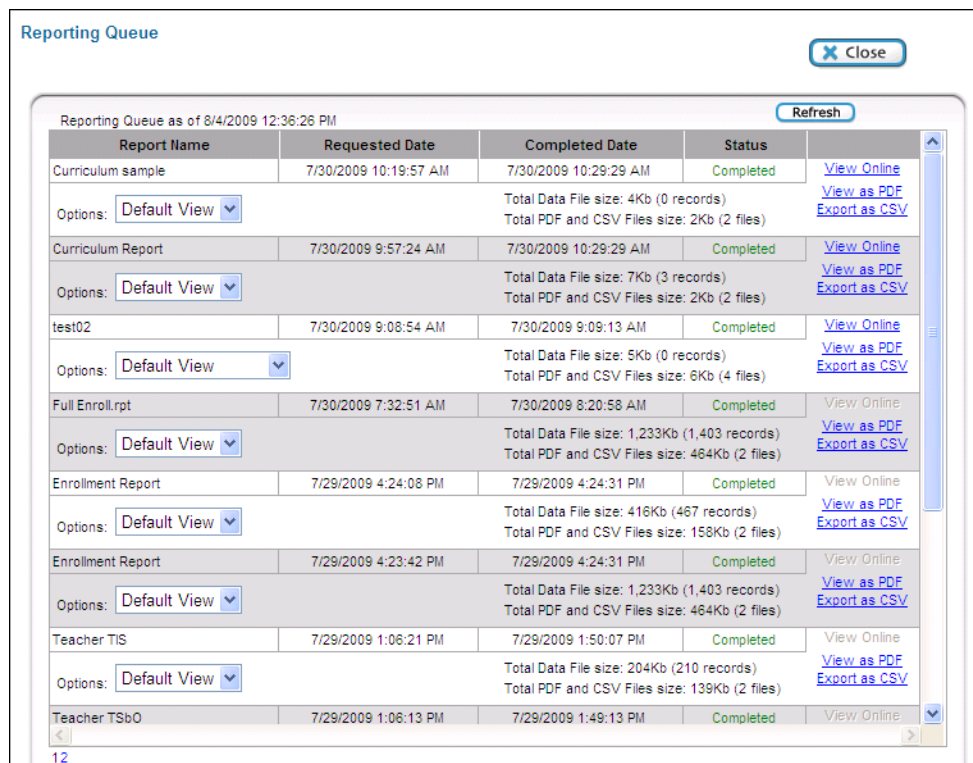
Offline Report Processing

Odyssey processes all reports generated by school and district administrators offline so that large amounts of data may be processed without tying up system resources. When you generate a report that Odyssey will process offline, you will see this message in the Confirmation screen of the report wizard:

Report will be processed offline (delayed).

NOTE To receive an email after Odyssey generates the report, check the **Email** box.

Reports that have been generated offline are available from the **Reporting Queue** window. Open the Reporting Queue window from the report's welcome screen: **Reports>Report Category>Report Name** and click **Show Queue**.



Reporting Queue as of 8/4/2009 12:36:26 PM

Report Name	Requested Date	Completed Date	Status	
Curriculum sample	7/30/2009 10:19:57 AM	7/30/2009 10:29:29 AM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Curriculum Report	7/30/2009 9:57:24 AM	7/30/2009 10:29:29 AM	Completed	View Online View as PDF Export as CSV
Options: Default View				
test02	7/30/2009 9:08:54 AM	7/30/2009 9:09:13 AM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Full Enroll.rpt	7/30/2009 7:32:51 AM	7/30/2009 8:20:58 AM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Enrollment Report	7/29/2009 4:24:08 PM	7/29/2009 4:24:31 PM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Enrollment Report	7/29/2009 4:23:42 PM	7/29/2009 4:24:31 PM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Teacher TIS	7/29/2009 1:06:21 PM	7/29/2009 1:50:07 PM	Completed	View Online View as PDF Export as CSV
Options: Default View				
Teacher TSbO	7/29/2009 1:06:13 PM	7/29/2009 1:49:13 PM	Completed	View Online

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The Reporting Queue window lists all reports—starting with the most recently generated report—that Odyssey has generated or attempted to generate in the past 30 days. Online reports generated by teachers are not listed in the Reporting Queue window.

A report's status may be one of the following:

- **Queued.** The report data is in the queue to be processed.
- **In Progress.** Odyssey is processing the report data.

- **Completed.** The report is successfully generated and available to **View Online**, **View as PDF**, or **Export as CSV**. Reports that have been processed offline successfully are available for ten days. After ten days, a report is deleted from the Odyssey server.
- **Expired.** The report was generated within the past 30 days but over ten days ago. Expired reports are unavailable for viewing or downloading.
- **Completed*.** Odyssey was unable to generate the report successfully. Click the **Completed*** link to display more information. If you see this status message, try generating the report when fewer users are on the system.
- **Failed.** Odyssey was unable to generate the report. Click the **Failed** link to display more information. If you see this status message, contact Customer Support.

Displaying a Previously Generated Report

- 1 In the navigation bar, click **Reports>Report Category>Report Name**.
- 2 From the report's welcome screen, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 3 To display a successfully completed report, click an available option:
 - **View Online** displays the online HTML version of the report.
 - **View as PDF** displays the PDF version of the report, which you can print.
 - **Export as CSV** sends the report data to a CSV file.

Managing Report Settings

Using previously saved report settings to generate a new report lets you use the same filters with new student data.

NOTE When you use saved report settings to generate a new report, you are not displaying the same report—you are performing a new query on the data. The resulting report may be the same or it may include different data.

Generating a Report from Saved Report Settings

- 1 In the navigation bar, click **Reports>Report Category>Report Name**.
- 2 From the welcome screen's **Open a saved report** dropdown list, select the report settings you want to use to generate a new report and then **Open**.
- 3 Click **Generate Report**.

Editing Saved Report Settings

- 1 In the navigation bar, click **Reports>Report Category>Report Name**.
- 2 From the welcome screen's **Open a saved report** dropdown list, select the report settings you want to edit and then **Open**.
- 3 The **Confirmation** screen displays the report's original settings. To make changes, click the desired **Edit** button, make your change, and then click **Next** until you reach the **Confirmation** screen.
- 4 To save the report settings with a new name, type a name and then **Save Report**.

OR

To overwrite the original report settings, leave the original name unchanged and click **Save Report**. At the confirmation prompt, click **OK**.

Deleting Saved Report Settings

- 1 In the navigation bar, click **Reports>Report Category>Report Name**.
- 2 From the welcome screen's **Open a saved report** dropdown list, select the report settings you want to delete and then **Open**.
- 3 From the report's **Confirmation** screen, click **Delete**. At the confirmation prompt, click **OK**.

District-Wide Reporting from Multiple Databases

► For Enterprise Customers

If your Odyssey system runs on multiple database servers, you may implement district-wide reporting.

Consider the following example: each of six elementary schools has an individual Odyssey enterprise server and the district administrator wants to aggregate the data. One server can be designated as the main server and used as the site from which district reports are run. For more information, contact CompassLearning Customer Support.

Administration Reports

Utilization

► For School and District Administrators

The Utilization report summarizes student time on Odyssey activities for a school and for a district, letting school and district administrators quantify utilization of the Odyssey system. Define up to five time intervals in minutes to display the number of students who have used the system for each duration.

Report feature	Description
Distribution	For each defined interval of time, displays the number of students who have used the specified curriculum and activities.
Date range	Displays utilization within a date range you specify.
District summary	<i>District administrators:</i> choose to display a district summary only.
Filters	Filter to display data for the following: <ul style="list-style-type: none"> • Students in selected grade levels. • Students by attribute. • Activity in selected curriculum and activity types.
Data from previous schools	Choose whether to include data from a previous school. Select this option to include data for transferred students.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Utilization report displays utilization data for the Riverton Education District:

Choose to display and print the report in PDF format or export the report data into a CSV file.

Utilization data reported for all activities students performed in language arts and math.

Use the controls to navigate the online report.

Data returned for this date range.

Total number of students meeting criteria.

Total number of students available for report.

View as PDF
Export as CSV
Close

1 of 2

Utilization Report

Curriculum Subject: LA,MA
Activity Type: All
Date Range: 2/23/2009 - 3/2/2009
Include data from previous schools: Yes

Date: 3/2/2009
Report Name: N/A
Generated by: NWEA DISTRICT

Student Attributes:
None Selected

RIVERTON EDUCATION DISTRICT Summary									
Total Number of Students		Total Number of Students Reported	Total Task Time for All Students (in minutes)	Average Task Time per Student (in minutes)	Number of Students				
					Interval (in minutes)				
					0 - 15	15 - 60	60 - 300	300 - 360	> 360
828		91	4598	51	16	38	37	0	0
Grade 6	299	41	1190	29	15	24	2	0	0
Grade 7	270	28	2184	78	0	6	22	0	0
Grade 8	259	22	1224	56	1	8	13	0	0

Three intervals are defined for this report. Each interval displays the number of students who have used Odyssey for the defined duration.

The Utilization report displays data for individual schools below the summary.

CLAY ELEMENTARY SCHOOL									
Total Number of Students		Total Number of Students Reported	Total Task Time for All Students (in minutes)	Average Task Time per Student (in minutes)	Number of Students				
					Interval (in minutes)				
					0 - 15	15 - 60	60 - 300	300 - 360	> 360
272		3	61	20	1	2	0	0	0
Grade 6	72	3	61	20	1	2	0	0	0
Grade 7	89	0	0	0	0	0	0	0	0
Grade 8	111	0	0	0	0	0	0	0	0

Generating a Utilization Report

► For School and District Administrators

- 1 In the navigation bar, click **Reports>Administration Reports>Utilization**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Specify the **Start Date** and **End Date**.
- 4 Check the grade levels of students to include in the report.
- 5 To display one to five distribution intervals, enter a beginning and ending value for each interval. Each distribution interval will display the number of students who have used the system for the specified duration.
- 6 *District administrators only:* To display a district summary only, click **Yes**.
- 7 To include data from previous schools, click **Yes**.
- 8 When finished, click **Next**.
- 9 From the **Curriculum** screen, select one or multiple subjects and one or multiple activity types and then **Next**.
- 10 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 11 Check the district or school to include in the report, opening a tree to locate the desired classes, if required.

NOTE Your user role determines the options available to you.

- 12 When finished, click **Next**.
- 13 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 14 *Optional:* To save the report settings, type any name and then **Save Report**.
- 15 Click **Generate Report**.
- 16 Because school and district administrators generate the Utilization report, Odyssey will send the report to be processed offline.
You will see the following message:
Report has been queued for offline processing.
- 17 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.

18 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

NOTE By default, all reports generated by school and district administrators are processed offline. If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

Attendance

Use the Attendance report to measure session attendance in multiple ways, helping you evaluate how the Odyssey system is being used in your classes.

Report feature	Description
Student session times	<p>Completed Session Times. Lists, by student, total number of logins and total session time (in hh:mm:ss format) for all completed sessions. A completed session is a successful login that is followed by a successful logout.</p> <p>Session Times. Lists, by student, time of login (your local time) and total session time (in hh:mm:ss format).</p>
Login data for students, parents, and teachers	<p>Incomplete Sessions. Lists, by student, the number of successful logins without a successful logout.</p> <p>All Sessions. Lists, by student, the total number of logins.</p> <p>No Sessions. Lists students who have not logged into the system.</p> <p>Parent Login. Lists, by parent, the number of successful logins and total session time (in hh:mm:ss format).</p> <p>Teacher Login. Lists, by teacher, the number of successful logins and total session time (in hh:mm:ss format).</p>
Date range	Define a date range to measure.
Filters	<p>Depending on your user role, displays data by school, class, student, and student attribute:</p> <ul style="list-style-type: none"> • <i>District administrators</i> can select the district or one or multiple schools and classes. • <i>School administrators</i> can select the school or one or multiple classes. • <i>Teachers</i> can select their own classes and students.
Data from previous schools	Choose whether to include data from a previous school. (This option is not available for the Teacher Login report.)
Report formats	Choose from HTML, PDF, and CSV formats.

Attendance Report: Session Times and Completed Session Times

The following two Attendance reports display individual session times (for one student) and the grand total for all completed session times for eight students. The report type is circled on each example. For instructions, see [Generating an Attendance Report on page 111](#).

Choose to display and print the report in PDF format or export the report data into a CSV file.

The entire report is displayed on one online page.

View as PDF
Export as CSV
Close

1 of 1

Attendance Report

Report Type: Session Times

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Student Name (User Name)	Session Start	Total Time (hh:mm:ss)
Adams, John (johnadams)	2/24/2009 3:17:28 PM	00:02:24

Attendance Report

Report Type: Completed Session Times

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Student Name (User Name)	Total Logins	Total Time (hh:mm:ss)
Adams, John (johnadams)	9	01:52:56
Adams, Samuel (samueladams)	2	00:02:21
Fillmore, Abigail (afillmore)	2	00:05:05
Franklin, Benjamin (benjaminfranklin)	2	00:37:04
Hamilton, Alexander (ahamilton)	1	00:01:55
Harrison, Caroline (carolineharrison)	1	00:02:00
Henry, Patrick (phenry)	1	00:01:44
Jefferson, Thomas (thomasjefferson)	1	00:01:29
Totals:	19	02:44:34

Attendance Report: Login Data for Students

The following three Attendance reports display login data for students—total number of logins, by student, for all sessions, no sessions, and incomplete sessions. The report type is circled on each example. For instructions, see [Generating an Attendance Report on page 111](#).

Attendance Report

Report Type: All Sessions

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Student Name	User Name	Total Logins
Adams, John	johnadams	9
Adams, Samuel	samueladams	3
Fillmore, Abigail	afillmore	2
Franklin, Benjamin	benjaminfranklin	2
Hamilton, Alexander	ahamilton	1
Harrison, Caroline	carolineharrison	1
Henry, Patrick	phenry	1
Jefferson, Thomas	thomasjefferson	1
Totals:		20

Attendance Report

Report Type: No Sessions

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Student Name	User Name	Total Logins
Stanton, Elizabeth	estanton	0
Totals:		0

Attendance Report

Report Type: Incomplete Sessions

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Student Name	User Name	Total Logins
Adams, Samuel	samueladams	1
Totals:		1

Attendance Report: Login Data for Parents and Teachers

The following Attendance reports display total number of logins and total time for parents and teachers. The report type is circled on each example. For instructions, see **Generating an Attendance Report** below.

Attendance Report

Report Type: Parent Login

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009

Report Name: N/A

Generated by: Sandy Pasch

Student Attributes:
None Selected

Parent's user name for logging into Odyssey.

Student Name (Parent User Name)	Total Logins	Total Time (hh:mm:ss)
Adams, John (johnadamssr)	9	00:22:59
Adams, Samuel (sadamssr)	2	00:00:07
Fillmore, Abigail (afillmorema)	1	00:00:19
Franklin, Benjamin (bfranklinsr)	0	00:00:00
Hamilton, Alexander (ahamiltonsr)	0	00:00:00

Attendance Report

Report Type: Teacher Login

Date Range: 2/19/2009 - 2/26/2009

Include data from previous schools: Yes

Date: 2/26/2009

Report Name: N/A

Generated by: NWEA DISTRICT GA

Student Attributes:
None Selected

Teacher's user name for logging into Odyssey.

Teacher Name (User Name)	Total Logins	Total Time (hh:mm:ss)
Berndt, Emma (eberndt)	2	00:02:53
Brode, Nicholas (nbrode)	1	00:00:12
Pasch, Sandy (spasch)	19	02:38:39
Terrell, Lucy (lterrell)	0	00:00:00
Totals:	22	02:41:44

Report generated by district administrator

Attendance Report

Report Type: Teacher Login

Date Range: 3/6/2009 - 3/13/2009

Include data from previous schools: Yes

Date: 3/13/2009

Report Name: N/A

Generated by: Sandy Pasch

Student Attributes:
None Selected

Report generated by teacher

Teacher Name (User Name)	Total Logins	Total Time (hh:mm:ss)
Pasch, Sandy (spasch)	4	02:25:34
Totals:	4	02:25:34

Generating an Attendance Report

- 1 In the navigation bar, click **Reports>Administration Reports>Attendance**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Select a report type—**Completed Session Times**, **Incomplete Sessions**, **All Sessions**, **No Sessions**, **Session Times**, **Parent Login** or **Teacher Login**—and click **Next**.

- 4 Specify the **Start Date** and **End Date** and whether to include data from previous schools. (Including data from previous schools is not an option for the **Teacher Login** report.) When finished, click **Next**.
- 5 *Optional:* From the **Users** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**. Check the district, school, class or students to include in the report, opening a tree to locate the desired classes, if required.

NOTE Your user role determines which selections are available.

- 6 When finished, click **Next**.
- 7 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 8 *Optional:* To save the report settings, type any name and then **Save Report**.
- 9 Click **Generate Report**.
- 10 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 11 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 12 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Duration

Use the Duration report to learn how long each student spends on individual activities, including learning activities, lesson quizzes and chapter tests, objective-based tests, and Odyssey Writer projects.

NOTE The Duration report does not provide data on time spent on authentic tasks.

Report feature	Description
Subject (or Curriculum)	Limits report to the subject you specify or all subjects. The report is separated by student and then organized by subject and level.
Date range	Limits report to a date range you specify.
Filters	Depending on your user role, displays data by school, class, student, and student attribute: <ul style="list-style-type: none"> • <i>District administrators</i> can select the district or one or multiple schools and classes. • <i>School administrators</i> can select the school or one or multiple classes. • <i>Teachers</i> can select their own classes and students.
Data from previous schools	Includes data from previous schools.
Learning activities and answer keys	A learning activity's name links to the activity. Test and quiz names link to their respective answer keys. Odyssey Writer project names link to the project.
Completions	Displays the number of times the activity was started and successfully completed.
Total times	Displays total time each student spent on the activity, lesson, and chapter.
Report formats	Choose from HTML, PDF, and CSV formats.

The following sample Duration report displays student activity on individual assignment activities, including learning activities, lesson quizzes, and chapter tests.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Display one student per page.

Use the controls to navigate the online report.

Student's user name for logging into Odyssey.

Quiz name links to the answer key. Test names (not displayed) also link to the answer key.

Learning activity (LA) name and LA code link to the learning activity.

View as PDF Export as CSV Options: One student per page Close

1 of 2

Duration Report

Subject: All
Date Range: 2/2/2009 - 3/4/2009
Include data from previous schools: Yes

Date: 3/4/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

Adams, John (johnadams)

LA Extensions Level 3	Number of Completions	Completed Date	Completed Time	Time on Task(hh:mm:ss)
Chapter: Reading Comprehension - Extension				
Lesson: Reading Cues				
Reading Cues	1	03/04/2009	11:42:48 AM	00:00:38
Ready, Set, Start! (synonyms) - 34005	1	03/04/2009	11:41:59 AM	00:05:26
Total Time on Lesson				00:06:04
Total Time on Chapter				00:06:04

Date and (local) time of the most recent successful completion of the activity.

Total amount of time (in hh:mm:ss format) the student has spent on the activity. This value is updated with the latest time if the student completes the activity again.

Total amount of time the student has spent on the chapter and lesson (updated after each successful completion).

Generating a Duration Report

- 1 In the navigation bar, click **Reports>Administration Reports>Duration**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Subject** dropdown, select a subject. Then, specify the **Start Date** and **End Date** and whether to include data from previous schools. When finished, click **Next**.
- 4 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 5 Check the district, school, class or students to include in the report, opening a tree to locate the desired classes, if required.

NOTE Your user role determines which selections are available.

- 6 When finished, click **Next**.
- 7 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 8 *Optional:* To save the report settings, type any name and then **Save Report**.

9 Click **Generate Report**.

10 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

11 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

12 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Enrollment

The Enrollment report provides a snapshot of students enrolled in your class, school, and district.

Report feature	Description
Filters	Depending on your user role, displays data by class, teacher, school, and student attribute: <ul style="list-style-type: none"> • <i>Teachers</i> can display student data for one or all of their classes. • <i>School administrators</i> can display student data for one teacher or all teachers at a school. • <i>District administrators</i> can display student data for one school or all schools in a district.
Student grade level and status	<i>School and District Administrators only:</i> Filters by grade level and status— Enrolled , Not Enrolled , or Enrolled/Not Enrolled .
Student details	Displays one or more details for each student— Student School ID , Parent User Name , Student Attributes , Subject Level Access .
Group by class or grade	<i>School and District Administrators only:</i> Groups student data by Class or Grade . NOTE: Teachers can display data for one class or all classes (grouped by class).
Report formats	Choose from HTML, PDF, and CSV formats.

Subjects and levels are displayed in the following format. Depending on your site's licensing, you may not see all of these subjects and levels.

Subject and Level	Code	Subject and Level	Code
Algebra I High School level	A1	Macroeconomics High School level	ME
Algebra II High School level	A2	Matemáticas levels K through 6	SM-K, SM-1... SM-6
Honors Algebra (no level)	AL	Math levels K through 8	MA-K, MA-1, MA-2... MA-8
Biology High School level	B1	Microeconomics High School level	MC
Brain Buzzers levels 4 through 8	BB-4, BB-5... BB-8	Physical Science High School level	PS
Chemistry	CH	Physics High School level	PH
ELL Elementary (no level), assistive language	EE-[assistive language]	PlayBox Theme Time level PreK	PB-P
ELL Secondary	ES-[assistive language]	Public Speaking High School level	SP
English I High School level	E1	Science levels 1 through 8	SC-1, SC-2... SC-8
English II High School level	E2	Social Studies levels 2 through 8	SS-2, SS-3... SS-8
English III High School level	E3	Thematic Research Projects levels 4 through 8	TP-4, TP-5... TP-8
English IV High School level	E4	Trigonometry	TR
Focus Algebra (no level)	FA	US Government High School level	GV
Focus Math levels K through 8	FM-K, FM-1...FM-8	US History I High School level	H1
Geometry High School level	GE	US History II High School level	HS
Language Arts levels K through 8	LA-K, LA-1, LA-2...LA-8	World History High School level	WH
Language Arts extension	LE-1, LE-2... LE-8		

The following example displays an Enrollment report generated by the teacher.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Display criteria: available filters depend on the user who generates the report.

Details displayed for each student.

Use the controls to navigate the online report.

The screenshot shows the 'Enrollment Report' interface. At the top, there are buttons for 'View as PDF' and 'Export as CSV', and a 'Close' button. Below these are navigation controls showing '1 of 2' pages. The report title 'Enrollment Report' is prominently displayed. Under 'Criteria', it shows 'Class: All Classes'. To the right, it shows the 'Date: 2/24/2009', 'Report Name: N/A', and 'Generated By: Sandy Pasch'. Under 'Options', it lists 'Student School ID, Parent User Name, Student Attributes, Subject Level Access'. Under 'Student Attributes', it says 'None Selected'. The main content area is a table with two columns: 'Class: LA5-Pasch-Lakeview' and 'Teacher: Pasch, Sandy (spasch)'. The table has three rows: a header row with 'Student Name', 'Grade', and 'Student Details'; and two data rows for students Adams, John (johnadams) and Adams, Samuel (samueladams). Both students are in grade 5. The 'Student Details' column lists 'Student School ID', 'Parent User Name', 'Attributes', and 'Subject Levels'. Annotations point to various elements: 'View as PDF' and 'Export as CSV' buttons, the '1 of 2' navigation controls, the 'Enrollment Report' title, the 'Class: All Classes' criteria, the 'Date', 'Report Name', and 'Generated By' information, the 'Options' list, the 'Student Attributes' section, the 'Teacher: Pasch, Sandy (spasch)' header, the 'Student Name' and 'Grade' columns, the 'Student Details' column, the 'Parent User Name' field in the details, and the 'Subject Levels' field in the details.

Generating an Enrollment Report

1 In the navigation bar, click **Reports>Administration Reports>Enrollment**.

2 From the **Welcome** screen, click **Next**.

3 Select the report's display criteria.

If you are logged in as a teacher, select one class or all of your classes.

OR

If you are logged in as a school administrator, select one teacher or all of the teachers at your school. Next, select a grade or all grades. Finally, select a status—**Enrolled**, **Not Enrolled**, or **Enrolled/Not Enrolled**.

OR

If you are logged in as a district administrator, select one school or all schools in your district. Next, select a grade or all grades. Finally, select a status—**Enrolled**, **Not Enrolled**, or **Enrolled/Not Enrolled**.

4 *Optional:* To more narrowly define your report, check the desired student attributes.

5 When finished, click **Next**.

6 *Optional:* Select details to include for each student—**Student School ID**, **Parent User Name**, **Student Attributes**, **Subject Level Access**.

7 *For School and District Administrators:* Select to group the report by **Class** or by **Grade Level**.

- 8 When finished, click **Next**.
- 9 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 *Optional:* To save the report settings, type any name and then **Save Report**.
- 11 Click **Generate Report**.
- 12 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 13 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 14 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Assignment Status

An Assignment Status report displays the completion status of assignments for a specified date range.

NOTE An assignment must be assigned during the specified date range to be included in the report.

You can also use the online **Assignments>Assignment Status** screen to display assignment information. Additionally, teachers can use the **Assignment Status** screen to unassign or edit assignments. See [Online Assignment Status](#) on page 71.

Report feature	Description
Details	<p>Information grouped by assignment. For each assignment, lists each student's status, date assigned, and assigning teacher.</p> <p>Information grouped by student. For each student, lists assignments, status, date assigned, and assigning teacher.</p>
Summaries <i>Administrators only</i>	<p>Information grouped by assignment</p> <ul style="list-style-type: none"> <i>School administrators:</i> For each assignment, lists assigning teacher and number of students. <i>District administrators:</i> For each assignment, lists schools with number of students. <p>Information grouped by teacher. <i>School administrators:</i> For each teacher, lists assignments with number of students (assigned and completed).</p> <p>Information grouped by school. <i>District administrators:</i> For each school, lists assignments with number of students (assigned and completed).</p>
Date range	Displays status on assignments assigned within a date range you specify.
Report formats	Choose from HTML, PDF, and CSV formats.

By default, all reports generated by school and district administrators are processed offline. If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

TIP If you have created an assignment defined for more than one grade level, ensure that your search for assignments for the Assignment Status report includes all relevant grade levels.

Assignment Status Report: Details by Assignment

The following Assignment Status report generated by teacher Sandy Pasch displays assignment status by assignment.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Display option lets you display each table of information on a separate page.

Use the controls to navigate the online report.

View as PDF

Export as CSV

Options: One table per page

Close

1 of 2

Assignment Status Report

Report By: Assignment

Assigned Date Range: 12/30/2008 - 1/6/2009

Source: Custom

Date: 1/6/2009

Report Name: N/A

Generated by: Sandy Pasch

Not Started

Incomplete

Complete

Subject: Language Arts

Explorer5 Vocabulary

Owner: Pasch, Sandy

Status	Student Name	Grade	Date Assigned	Assigned By
	Adams, John (johnadams)	5	1/6/2009	Pasch, Sandy
	Fillmore, Abigail (afillmore)	5	1/6/2009	Pasch, Sandy
	Franklin, Benjamin (benjaminfranklin)	5	1/6/2009	Pasch, Sandy
	Harrison, Caroline (carolineharrison)	5	1/6/2009	Pasch, Sandy
	Jefferson, Thomas (thomasjefferson)	5	1/6/2009	Pasch, Sandy
	Madison, Dolley (dmadison)	5	1/6/2009	Pasch, Sandy
	Madison, James (jmadison)	5	1/6/2009	Pasch, Sandy
	Polk, Sarah (sarahpolk)	5	1/6/2009	Pasch, Sandy
	Washington, George (georgewashington)	5	1/6/2009	Pasch, Sandy
	Wilson, Edith (edithwilson)	5	1/6/2009	Pasch, Sandy

Icons indicate assignment status.

Sandy Pasch is both the assignment owner and the assigning teacher.

Generating an Assignment Status Report: Details by Assignment

- 1 In the navigation bar, click **Reports>Administration Reports>Assignment Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Ensure that **Report By** is set to **Assignment**.
- 4 *School and district administrators:* Set **Display** to **Details**.
- 5 Specify the **Assigned Start Date** and **Assigned End Date** and click **Next**.
- 6 Under **Assignment Search**, select the search criteria for locating one or multiple assignments and click **Search**.
- 7 Select the desired assignments and then **Next**.
- 8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 *Optional:* To save the report settings, type any name and then **Save Report**.
- 10 Click **Generate Report**.

- 11 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 12 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

- 13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Assignment Status Report: Details by Student

The following Assignment Status report generated by teacher Sandy Pasch displays assignment status by student.

The Default View displays multiple tables of information per page.

Icons indicate assignment status.

Student has assignments from three different teachers.

View as PDF Export as CSV Options: Default View Close

1 of 1

Assignment Status Report

Report By: Student Date: 4/2/2009
Assigned Date Range: 3/26/2009 - 4/2/2009 Report Name: N/A
Sort By: Alphabetically Generated by: Emma Brode

Student Attributes:
None Selected

☐ Not Started ☐ Incomplete ☐ Complete

King, Stanley (stanleyking)				Grade: 5	
Status	Assignment Name	Subject	Level	Date Assigned	Assigned By
	Gr 5 Reading Comp	LA	5	4/1/2009	Pasch, Sandy
	Gr 5 Operations	MA	5	4/1/2009	Brode, Emma
	Gr 5 Patterns	MA	5	4/2/2009	Terrell, Lucy

Generating an Assignment Status Report: Details by Student

- 1 In the navigation bar, click **Reports>Administration Reports>Assignment Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Change **Report By** as follows:
Teachers: Set **Report By** to **Student**.
School administrators: Set **Report By** to **Teacher**.
District administrators: Set **Report By** to **School**.
- 4 *School and district administrators:* Set **Display** to **Details**.
- 5 Specify the **Assigned Start Date** and **Assigned End Date** and click **Next**.

The **Selections** screen displays students and classes, levels and teachers, or schools, depending on your user role.

- 6 *Optional for teachers:* To more narrowly define your report, from the **Selections** screen, check the desired student attributes and click **Apply Filter**.
- 7 Check the district, school, class, or students to include in the report, opening a tree to locate the desired selections, if required.
- 8 When finished, click **Next**.
- 9 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 *Optional:* To save the report settings, type any name and then **Save Report**.
- 11 Click **Generate Report**.
- 12 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.
OR
If Odyssey sends the report to be processed offline, you will see the following message:
Report has been queued for offline processing.
- 13 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 14 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Assignment Status Report: Summary of Assignments by Teacher

The following Assignment Status report generated by a school administrator displays a summary of assignments by teacher.

View as PDF Export as CSV

Options: Default View

Close

1 of 1

Assignment Status Report

Report By: Teacher

Assigned Date Range: 12/31/2008 - 1/7/2009

Sort By: Alphabetically

Date: 1/7/2009

Report Name: N/A

Generated by: 5016309E Admin

Brode, Nicholas

Assignment Name	Subject	Level	Students Assigned	Students Complete
EX4RE.1.1.19: Words in context	LA	4	2	0
EX4RE.1.1.24: Root words and affixes	LA	4	2	0
EX4RE.1.1.25: Multiple-meaning words	LA	4	2	0
EX4RE.1.1.27: Synonym/antonym/homonym	LA	4	2	0
EX4RE.1.1.29: Phonetic analy./semantic context	LA	4	2	0
Explorer 4 WA & Vocab II Learning Path	LA	4	2	0
Explorer LA4 Vocab	LA	4	9	0

Pasch, Sandy

Assignment Name	Subject	Level	Students Assigned	Students Complete
EX5RE.1.1.19: Words in context	LA	5	3	0
EX5RE.1.1.25: Multiple-meaning words	LA	5	3	0
EX5RE.1.1.29: Phonetic analy./semantic context	LA	5	5	0
EX5RE.1.1.30: Use word origins and derivations	LA	5	5	0
EX5RE.1.1.31: Figurative/metaphorical language	LA	5	5	0

Generating an Assignment Status Report: Summary by Teacher

► For School Administrators

- 1 In the navigation bar, click **Reports>Administration Reports>Assignment Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Set **Report By** to **Teacher**.
- 4 Select a **Group Teachers** option—**Alphabetically** or **By Grade Level**.
- 5 Ensure that **Display** is set to **Summary**.
- 6 Specify the **Assigned Start Date** and **Assigned End Date** and click **Next**.
- 7 From the **Selections** screen, select one or multiple grade levels and teachers or the entire school and then **Next**.
- 8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 *Optional:* To save the report settings, type any name and then **Save Report**.
- 10 Click **Generate Report**.
- 11 Because school administrators generate this report, Odyssey will send the report to be processed offline.
You will see the following message:
Report has been queued for offline processing.
- 12 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Generating an Assignment Status Report: Summary by Assignment

► For School and District Administrators

- 1 In the navigation bar, click **Reports>Administration Reports>Assignment Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 Set **Report By** to **Assignment**.
- 4 Ensure that **Display** is set to **Summary**.
- 5 Specify the **Assigned Start Date** and **Assigned End Date** and click **Next**.
- 6 Under **Assignment Search**, select the search criteria for locating assignments and click **Search**.
- 7 Select the desired assignments and then **Next**.
- 8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 *Optional:* To save the report settings, type any name and then **Save Report**.
- 10 Click **Generate Report**.
- 11 Because school and district administrators generate this report, Odyssey will send the report to be processed offline.
You will see the following message:
Report has been queued for offline processing.

12 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Generating an Assignment Status Report: Summary by School

► For District Administrators

1 In the navigation bar, click **Reports>Administration Reports>Assignment Status**.

2 From the **Welcome** screen, click **Next**.

3 Set **Report By** to **School**.

4 Select a **Group Schools** option—**Alphabetically** or **By Grade Level**.

5 Ensure that **Display** is set to **Summary**.

6 Specify the **Assigned Start Date** and **Assigned End Date** and click **Next**.

7 From the **Selections** screen, select one or multiple schools or the entire district and then **Next**.

8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.

9 *Optional:* To save the report settings, type any name and then **Save Report**.

10 Click **Generate Report**.

11 Because district administrators generate this report, Odyssey will send the report to be processed offline.

You will see the following message:

Report has been queued for offline processing.

12 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Progress Reports

BEST PRACTICE If a teacher generates a progress report by assignment, the progress report will provide information only on assignments the teacher owns. When a new student with previous assignments joins a class, ensure that the ownership of those assignments is changed to the new teacher. See [Editing Assignments on page 58](#). Note that generating a progress report by activity returns all of a student's data.

In addition to progress reports, teachers can use the online **Assignments>Class Progress** screen to display an overview of assignment status for a teacher's class. See [Class Progress on page 69](#).

Student Progress

A Student Progress report displays individual student progress on *completed* activities within a specified date range. The Student Progress report includes—for each student—the activity name, learning activity code (if applicable), the date and time the student completed the activity, the score, the status, and duration. Because

student activity for completed activities is listed in one place, the Student Progress report serves as an important tool to evaluate learning activities.

BEST PRACTICE Review the relationship between a student’s activity score and duration to evaluate the amount of time a student spends on each activity.

Report feature	Description
Activity information	To preview an activity, click the activity name.
Scores	Displays the score on the activity as a percentage. Non-scored activities display N/A . Scores for chapter tests and quizzes are links to test summaries and quiz details. Objective-based test scores are links to the objective-based test summary. Odyssey Writer scores are links to student projects.
Status	<p>Mastered and not mastered status is denoted in the online and PDF report formats by green and red score bars, respectively. The bar lengths graphically represent scores.</p> <p>Mastered and not mastered status applies to scored activities, including:</p> <ul style="list-style-type: none"> • Scored learning activities • Lesson quizzes • Chapter tests • Objective-based tests • Odyssey Writer projects <p>Scores for activities without predefined mastery levels are denoted by blue bars.</p>
Views: By activity type By assignment (teachers only)	<p>Activity types include chapter tests, lesson quizzes, learning activities, objective-based tests, and Odyssey Writer projects.</p> <p><i>Teachers:</i> Displays student progress for their classes and students by activity type or for the specified assignment. Note that to view student progress from previous schools, you must generate the report by activity type.</p> <p><i>School Administrators:</i> Displays student progress by activity type for classes in their school.</p> <p><i>District Administrators:</i> Displays student progress by activity type for schools in their district.</p>
Date range	Displays student progress within a date range you specify.
Summaries	Includes a summary by activity type, including number complete, average score, and average time per activity type.
Data from previous schools	Choose whether to include data from a previous school. Select this option to include data on transferred students.
Student attributes	Displays data for students defined by the checked attributes.
Sort order	<p>By default, sorts the student data by activity within each chapter and lesson grouping. With the online report generated, you can resort the report results. Options include:</p> <ul style="list-style-type: none"> • Activity • Date and time • Activity—one student per page • Date and time —one student per page <p>To print the entire report with a new sort order, select the desired order; View as PDF; and print the report from the PDF file.</p> <p>To perform sorting not available with the online report, export the report data to a CSV file and perform the desired sorting in that format.</p>
Report formats	Choose from HTML, PDF, and CSV formats.

NOTE By default, Student Progress reports are sorted by activity. If you reuse a Student Progress report format from a previous version of Odyssey with a different sort order, Odyssey will resort the report results by activity.

The following Student Progress report displays progress by activity:

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Summary of the selected report criteria.

Sort options within chapter and lesson grouping.

View as PDF Export as CSV Options: Sort by activity (Default) Close

1 of 2

Student Progress Report

Curriculum: Grade: All, Subject: All
Activity: All
Date Range: 5/14/2008 - 11/21/2008
Include data from previous schools: Yes
Student Attributes: None Selected

Date: 11/21/2008
Report Name: N/A
Generated by: Sally Smith

Quiz and chapter test scores link to summary information. **N/A** indicates a non-scored activity.

Scored Activity
Activity Passed
Activity Failed
No score

Status bar key.

Edith Wilson (student46)

Activities	Date/Time	Score	Status	Duration (hh:mm:ss)
Chapter: Earth Science				
Lesson: Thunderstorms				
Thunderstorms	10-29-2008 10:13 AM	80%		00:01:12
Chapter: Fractions and Decimals				
Lesson: Compare and Order Fractions				
Compare and Order Fractions	10-23-2008 7:38 AM	90%		00:02:55
Practice: Comparing Like Fractions - 3B044	10-23-2008 7:30 AM	90%		00:03:42
Smooth Sailing - 34171	10-23-2008 7:35 AM	100%		00:04:57
Tutorial: Comparing Like Fractions - 3B043	10-21-2008 2:33 PM	N/A		00:02:28
Lesson: Equivalent Fractions				
Fractional Codes - 34165	10-21-2008 2:30 PM	67%		00:04:42

Click the activity's name to launch the activity.

Summary of each student's progress follows all of the activity detail for the student.

Edith Wilson (student46) Summary

Type	Number Complete	Average	Status	Total Time
Chapter Test	1	93%		00:01:45
Lesson Quiz	4	88%		00:09:50
Learning Activity	12	88%		01:00:24
Objective-based Test	3	81%		00:09:30
Odyssey Writer Project	0	N/A		N/A

Generating a Student Progress Report by Activity Type

- 1 In the navigation bar, click **Reports>Progress Reports>Student Progress**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select the subject and grade level from the dropdown lists.

Teachers: For **Report on activities by**, ensure that the default **Type** is selected. To display student progress from previous schools, **Type** must be selected.

NOTE If you select **Algebra**, **ELL Elementary**, or **ELL Secondary** as a subject, you must select **All** for the grade level.

- 4 Select one or multiple activity types, including **Chapter Tests**, **Lesson Quizzes**, **Learning Activities**, **Objective-based Test**, **Odyssey Writer Project** and then **Next**.
- 5 From the **Options** screen, specify the **Start Date** and **End Date**.

- 6 Choose whether to **Show summaries** and **Include data from previous schools**.
- 7 When finished, click **Next**.
- 8 *Optional:* To more narrowly define your report, from the **Students** screen, check the desired student attributes and click **Apply Filter**.
- 9 Check the district, school, class, or students to include in the report, opening a tree to locate the desired classes, if required.

NOTE Your user role determines which selections are available.

- 10 When finished, click **Next**.
- 11 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 12 *Optional:* To save the report settings, type any name and then **Save Report**.
- 13 Click **Generate Report**.
- 14 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.
OR
If Odyssey sends the report to be processed offline, you will see the following message:
Report has been queued for offline processing.
- 15 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 16 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Generating a Student Progress Report by Assignment

► For Teachers

- 1 In the navigation bar, click **Reports>Progress Reports>Student Progress**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select the subject and grade level from the dropdown lists.
- 4 For **Report on activities by**, select **Assignment**.
- 5 Assignments matching your criteria are displayed in the grid. To include unassigned assignments, check **Include assignments not currently assigned to any students**.
- 6 Select the desired assignment from the grid and then **Next**.

NOTE To display assignments for a different curriculum and grade, select a subject and grade level from the dropdown lists and then **Apply Filter**.

- 7 From the **Options** screen, specify the **Start Date** and **End Date**.
- 8 Choose whether to **Show summaries** and **Include data from previous schools**.
- 9 When finished, click **Next**.

- 10 *Optional:* To more narrowly define your report, from the **Students** screen, check the desired student attributes and click **Apply Filter**.
- 11 Check one or multiple classes or students to include in the report, opening a tree to locate the desired classes, if required.
- 12 When finished, click **Next**.
- 13 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 14 *Optional:* To save the report settings, type any name and then **Save Report**.
- 15 Click **Generate Report**.
- 16 Because teachers generate this report, Odyssey process the report immediately, and you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

Progress Summary

The Progress Summary report displays individual student summaries on *completed* activities within a specified date range. Names of students who have no completed activities are not included in the report. The Progress Summary report includes—for each student—the number complete, number passed, average score, and the duration. Statistics are summarized for all students at the beginning of the report.

Report feature	Description
Average Score	Displays each student's average of scores for each scored activity type. Odyssey Writer projects are not averaged. Non-scored activities display N/A .
Status	Mastered and not mastered status is denoted by green and red score bars, respectively. The bar lengths graphically represent scores. Scores for activities without predefined mastery levels are denoted by blue bars.
Views <ul style="list-style-type: none"> By activity type By assignment (<i>teachers only</i>) 	Activity types include chapter tests, lesson quizzes, learning activities, objective-based tests, and Odyssey Writer projects. <i>Teachers:</i> Displays student progress for their classes and students by activity type or by assignment. Note that to view student progress from previous schools, you must generate the report by activity type. <i>School Administrators:</i> Displays student progress by activity type for classes in their school. <i>District Administrators:</i> Displays student progress by activity type for schools in their district.
Date range	Displays student progress within a date range you specify.
Report summary	Summarizes all report data by activity type, including number complete, number passed, average score, status, and average time per activity type.
Data from previous schools	Choose whether to include data from a previous school. Select this option to include data on transferred students.
Student attributes	Displays data for students defined by the checked attributes.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Progress Summary report displays progress by activity type. The sample displays one student's data from the report and the report summary.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Choose to display one student's data per page.

Use the controls to navigate the online report.

Filter by activity type or (for teachers only) by assignment

[View as PDF](#)
[Export as CSV](#)

Options: Sort by activity (Default)

[Close](#)

1 of 28

Progress Summary Report

Curriculum: Grade: All, Subject: All
Activity: All
Date Range: 5/8/2008 - 5/7/2009
Include data from previous schools: Yes

Date: 5/15/2009
Report Name: N/A
Generated by: June Gunderson

■ Scored Activity
■ Activity Passed
■ Activity Failed
■ No score

Student Attributes:
None Selected

Report Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
Learning Activity	1046	-	77%	<div></div>	139:12:01
Lesson Quiz	238	78	63%	<div></div>	08:04:30
Chapter Test	29	3	76%	<div></div>	01:39:59
Objective-based Test	197	46	52%	<div></div>	28:19:10
Odyssey Writer Project	86	-	72%	<div></div>	22:03:30

Stanton, Elizabeth (elizabethstanton) Summary

Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
Learning Activity	4	-	84%	<div></div>	00:17:06
Lesson Quiz	2	2	85%	<div></div>	00:02:43
Chapter Test	N/A	N/A	N/A	<div></div>	N/A
Objective-based Test	3	1	54%	<div></div>	00:14:12
Odyssey Writer Project	N/A	N/A	N/A	<div></div>	N/A

Report summary includes grand totals on each of the activity types for all students selected for the report.

Total time the student has spent on each of the activity types.

Generating a Progress Summary Report by Activity Type

- 1 In the navigation bar, click **Reports>Progress Reports>Progress Summary**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select one or multiple subjects and grade levels and then **Next**.
- 4 From the **Options** screen, specify the **Start Date** and **End Date**, remembering that the range must be under one year if you select all subjects or grade levels.
- 5 Choose whether to **Show summary only** and whether to **Include data from previous schools**.
- 6 *Teachers only:* Ensure that **Report on activities by** is set to **Type**.
- 7 Select one or multiple activity types, including **Chapter Tests**, **Lesson Quizzes**, **Learning Activities**, **Objective-based Test**, **Odyssey Writer Project**.
- 8 When finished, click **Next**.
- 9 *Optional:* To more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 10 Check the district, school, class or students to include in the report, opening a tree to locate the desired classes, if required.

NOTE Your user role determines which selections are available.

- 11 When finished, click **Next**.
- 12 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 13 *Optional:* To save the report settings, type any name and then **Save Report**.
- 14 Click **Generate Report**.
- 15 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR
If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 16 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 17 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Generating a Progress Summary Report by Assignment

► For Teachers

- 1 In the navigation bar, click **Reports>Progress Reports>Progress Summary**.
- 2 From the **Curriculum** screen, select one or multiple subjects and grade levels and then **Next**.
- 3 From the **Options** screen, specify the **Start Date** and **End Date**, remembering that the range must be under one year if you select all subjects or grade levels.
- 4 Choose whether to **Show summary only** and whether to **Include data from previous schools**.
- 5 For **Report on activities by**, select **Assignment**.

Assignments matching your criteria are displayed in the grid.

NOTE To display assignments saved under different subjects and/or grade levels, return to the Curriculum screen (click **Back**) to make your selections.

- 6 To include unassigned assignments, check **Include assignments not currently assigned to any students** and enter a date range.
- 7 Select the desired assignment and then **Next**.
- 8 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 9 Check one or multiple classes or students to include in the report, opening a tree to locate the desired classes, if required.
- 10 When finished, click **Next**.

- 11 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 12 *Optional:* To save the report settings, type any name and then **Save Report**.
- 13 Click **Generate Report**.
- 14 Because teachers generate this report, Odyssey process the report immediately, and you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

Learning Path Status

The Learning Path Status report displays status of and scores on activities prescribed to students through an objective-based test.

Report feature	Description
Filters	<ul style="list-style-type: none"> Displays assignments by subject and level. Displays data by class, student, student attribute.
Summary view	<ul style="list-style-type: none"> Pre-test and post-test scores for each objective in the learning path. Number of completed activities. Average score of scored activities. Duration of completed activities.
Details view	<p>Objectives. Displays the objective code, name, and description. Explorer tests and learning paths correlated to National Assessment of Educational Progress (NAEP) list Explorer codes and descriptions.</p> <p>Mastery level. Displays the mastery level set for each objective and for scored activities serving as decision points. Activities repeated during cycling appear, with results, as many times as completed. Each authentic task appears in the report only once, even when completed more than once.</p> <p>Results. Displays a student's score on the objective. Icons indicate status for each activity. For scored activities, a student's score links to the activity details. Odyssey Writer grades link to projects and teacher evaluations. An asterisk next to the status icon indicates that the activity was completed for another objective within the same learning path.</p> <p>Activities. Displays all of the activities that are in objective folders, including activity icons, names, and learning activity numbers. Learning activity names and numbers are links to the activities. As a student completes activities in the learning path, status for completed activities is listed at the top of the report.</p>
Report formats	Choose from HTML, PDF, and CSV formats.

Learning Path Status Report: Details

The following Learning Path Status report displays the details view.

Use the controls to navigate the online report.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Display one student per page.

Learning path name.

Objective code and short name.

Objective code and description.

Activity with a decision point. Click the name to launch the activity.

Lesson quizzes and chapter tests link to results.

Mastery level for the objective.

Student's score for the objective.

Mastery level for the activity with the decision point.

Student's score for the activity with the decision point.

Completed	Not Started	Suppressed
Adams, John (johnadams)		
Explorer 5 Number Sense I Learning Path		
Completed Date		
Mastery		
Result		
Objective EX5MA.1.1.06 Representing numbers		
70%		
50%		
1.1.6 Represent whole numbers, fractions, and decimals using concrete, pictorial, and symbolic representation		
Tutorial: Simplifying Fractions 4B021		
3/4/2009		
Practice: Simplifying Fractions 4B022		
3/4/2009		
70%		
90%		
What Were They Thinking 40983		
3/4/2009		
0%		
Lesson Quiz: Equivalent Fractions		
3/4/2009		
90%		

Learning Path Status: Mastered Objectives

If a student has mastered one or more objectives in a test, those results are displayed at the top of the report. The following example displays objectives that Emma Young mastered. Learning activities are not assigned for mastered objectives.

Young, Emma (Student91)			
Functions Learning Path	Completed Date	Mastery	Result
Objective A1112 Find solutions to quad equations by factoring/ID solutions of eq by examining graph of equation		70%	83%
Students will find solutions to quadratic equations by factoring. Students will identify the solutions (if real ones exist) of the equation by examining the graph of the equation.			
Objective was Mastered			
Objective A1115 Solve quadratic equations by completing the square		70%	83%
Students will solve quadratic equations by completing the square.			
Objective was Mastered			

Generating a Learning Path Status Report

- 1 In the navigation bar, click **Reports>Progress Reports>Learning Path Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, select a view—**Details** or **Summary**.
- 4 To display available learning paths, select the subject and grade level from the dropdown lists and then **Apply Filter**.
- 5 Select one or multiple learning paths and then **Next**.
- 6 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 7 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 8 When finished, click **Next**.
- 9 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 *Optional:* To save the report settings, type any name and then **Save Report**.
- 11 Click **Generate Report**.
- 12 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.
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The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 14 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Assessment Reports

BEST PRACTICE Assessments reports generated by teachers provide information only on assignments the teacher owns. When a new student with previous assignments joins a class, ensure that the ownership of those assignments is changed to the new teacher. See [Editing Assignments](#) on page 58.

Objective-based Test Results

The Objective-based Test Results report displays student, class, or school performance on objective-based tests, tests that include objectives aligned to state, school, and district standards for that subject area. District administrators may generate a report for each school account to compare schools within the district and analyze adequate yearly progress.

When you generate Objective-based Test Results, consider the following:

- Compare gains between schools by administering the same test twice—as a pre-test and post-test.
To display student progress, the most recent instance of an assigned test must be a **copy** of the original test. For instructions on creating a copy of the original test, see [Building an Objective-based Post-Test](#) on page 56.

NOTE To measure gains, you must make a copy of the pre-test, save it, and assign it. Creating a second test that is not a copy—even if it is identical to the first—and assigning it as a post-test will not measure gains.

- You can run the report against particular student attributes for NCLB reporting purposes (disaggregate data).
- To keep district-wide assessment data current with enrollment, ensure that student data is transferred with the students and that reports include data from previous schools.

Report feature	Description
Test results	<p>First and recent scores</p> <ul style="list-style-type: none"> • For each student, displays the date, raw score, and percentage score for the first and most recent times the test was taken. • For each class or school, displays the percentage score for the first and most recent times the test was taken. <p>Average scores. Summary average percentage of scores.</p> <ul style="list-style-type: none"> • For each student, displays the average of first score. If the student took the test more than once, the average of the recent score is also displayed. • For each class or school, displays the average of first scores for all students. If all students took the test more than once, the average of all recent scores is also displayed. <p>Gain. If the first score is higher than the recent score, the gain is a negative percentage.</p> <ul style="list-style-type: none"> • For each student, displays the percentage change from the first test to the most recent test. • For each class or school, displays the total class or school percentage change.
Results by test or objective	<p>Results by test. Displays results for each test as a whole.</p> <p>Results by objective. Displays results for each objective in each test.</p>
Details by student, class, or school	<p>Test results for the selected objective-based test are reported for each:</p> <ul style="list-style-type: none"> • Student (<i>teachers only</i>) • Class • School (<i>school and district administrators only</i>)

Report feature	Description
Display options	<p>Data view. Includes dates, raw scores, and percentage scores for the first and recent tests. Also lists the percentage gain from the first to recent test scores.</p> <p>Graphs view. Includes dates of first and recent tests and the percentage gain from the first to recent test scores. The first and recent scores are represented graphically by proportional horizontal bars and expressed as percentages.</p>
Report formats	Choose from HTML, PDF, and CSV formats.

Objective-based Test Results: Data View of Students by Test

The following reports show data views of each student's test results on an objective-based test. The bottom example includes only those students who took both the pre- and post-tests.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Display option lets you display each table of information on a separate page or multiple tables on a page (default).

Results displayed by test.

Details displayed for each student.

Student's last, first, and user name.

[View as PDF](#)
[Export as CSV](#)

Options: Group Name (Default)

Close

1 of 1

Objective-based Test Results Report

Standard Set: CompassLearning Explorer Standards

Date: 1/7/2009
Report Name: N/A
Generated by: Sandy Pasch

Show results for each: Test
Show details for each: Student
Include data from previous school: Yes

Student Attributes:
None Selected

[Show Graphs](#)

Explorer 5 WA & Vocab III Test (Mastery Score: 70)

Student	First Score			Recent Score			% Gain
	Date	Raw	Score	Date	Raw	Score	
Adams, John (johnadams)	01/06/2009	19/20	95%	01/15/2009	19/20	95%	0%
Harrison, Caroline (carolineharrison)	01/06/2009	18/20	90%				
Jefferson, Thomas (thomasjefferson)	01/06/2009	8/20	40%				
Madison, James (jmadison)	01/06/2009	1/20	5%				
Polk, Sarah (sarahpolk)	01/06/2009	12/20	60%				
Washington, George (georgewashington)	01/06/2009	10/20	50%	01/15/2009	19/20	95%	45%
Wilson, Edith (edithwilson)	01/06/2009	6/20	30%				
Average Score:			53%			N/A	N/A

First and recent scores.

Percentage gain from the first score to the most recent score.

Because all students did *not* take the post-test, **Average Score** displays N/A.

[View as PDF](#)
[Export as CSV](#)

Options: Group Name (Default)

Close

1 of 1

Objective-based Test Results Report

Standard Set: CompassLearning Explorer Standards

Date: 1/7/2009
Report Name: N/A
Generated by: Sandy Pasch

Show results for each: Test
Show details for each: Student
Include data from previous school: Yes

Gains Reported - Report filtered to include only students who have taken test multiple times

Student Attributes:
None Selected

[Show Graphs](#)

Explorer 5 WA & Vocab III Test (Mastery Score: 70)

Student	First Score			Recent Score			% Gain
	Date	Raw	Score	Date	Raw	Score	
Adams, John (johnadams)	01/06/2009	19/20	95%	01/15/2009	19/20	95%	0%
Washington, George (georgewashington)	01/06/2009	10/20	50%	01/15/2009	19/20	95%	45%
Average Score:			73%			95%	23%

Click to display the graph view of the report.

Because report includes only students who took the pre-test and post-test, the **Average Score** displays values.

Objective-based Test Results: Graph View of Students by Test

The following example shows the graph view for student results on the objective-based test.

Results displayed by test.

Details displayed for each student.

Test name.

Student's last, first, and user name.

Click to display the data view of the report.

The gain is empty because the student took only the pre-test.

View as PDF Export as CSV Options: Group Name (Default) Close

1 of 1

Objective-based Test Results Report

Standard Set: CompassLearning Explorer Standards
 Show results for each: Test
 Show details for each: Student
 Include data from previous school: Yes
 Date: 1/7/2009
 Report Name: N/A
 Generated by: Sandy Pasch
[Show Data](#)

Student Attributes:
None Selected

Explorer 5 WA & Vocab III Test (Mastery Score: 70)

Student	Date	First Score	Recent Score	(Mastery Score: 70)	%	% Gain
Adams, John (johnadams)	01/06/2009	95%			95%	0%
Harrison, Caroline (carolineharrison)	01/15/2009	95%			95%	
Jefferson, Thomas (thomasjefferson)	01/06/2009	40%			40%	
Madison, James (jmadison)	01/06/2009	5%			5%	
Polk, Sarah (sarahpolk)	01/06/2009	60%			60%	
Washington, George (georgewashington)	01/06/2009	50%			50%	45%
	01/15/2009	95%			95%	

Objective-based Test Results: Data View of Students by Objective

The following example shows the data view for class results on objectives in an objective-based test.

Results displayed by objective.

Details displayed for each class.

Test name and first objective in the test.

View as PDF Export as CSV Options: Group Name (Default) Close

1 of 1

Objective-based Test Results Report

Standard Set: CompassLearning Explorer Standards
Show results for each: Objective
Show details for each: Class
Include data from previous school: Yes

Date: 1/7/2009
Report Name: N/A
Generated by: Sandy Pasch

Student Attributes:
None Selected

[Show Graphs](#)

Explorer 5 WA & Vocab III Test (Mastery Score: 70)

EX5RE.1.1.19 Words in context

1.1.19 Decode unfamiliar words using context clues

Class	First Score		Recent Score		% Gain
	Students	Average	Students	Average	
LA5Pasch-Lakeview	7	61%	2	N/A	N/A
Average Score:	7	61%	2	N/A	N/A

EX5RE.1.1.25 Multiple-meaning words

1.1.25 Determine meaning and increase reading vocabulary, using multiple-meaning words, homonyms, synonyms, and antonyms

Class	First Score		Recent Score		% Gain
	Students	Average	Students	Average	
LA5Pasch-Lakeview	7	57%	2	N/A	N/A
Average Score:	7	57%	2	N/A	N/A

Because all students did *not* take the pre-test and post-test, **Average Score** displays **N/A**.

Objective-based Test Results: Data View of Classes by Test

The following example shows test results from two classes in a district school. The report was generated by a district administrator.

View as PDF Export as CSV Options: Group Name (Default) Close

1 of 1

Objective-based Test Results Report

Standard Set: CompassLearning Explorer Standards
Show results for each: Test
Show details for each: Class
Include data from previous school: Yes

Date: 1/8/2009
Report Name: N/A
Generated by: District Admin Smith

Student Attributes:
None Selected

[Show Graphs](#)

Explorer 5 WA & Vocab III Test (Mastery Score: 70)

Class	First Score		Recent Score		% Gain
	Students	Average	Students	Average	
CLARK COUNTY TRAINING LAB - LA4-Brode	1	95%	1	95%	0%
CLARK COUNTY TRAINING LAB - LA5Pasch-Lakeview	2	73%	2	95%	23%
Average Score:	2	84%	2	95%	12%

Generating an Objective-based Test Results Report

NOTE User roles determine which test results are available. District and school administrators are able to view tests saved to **My School** and **My District**. Teachers are able to view tests saved to **My Assignments**, **My School**, **My District**, and **All Schools**.

- 1 In the navigation bar, click **Reports>Assessment Reports>Objective-based Test Results Report**.
- 2 From the **Welcome** screen, click **Next**.
- 3 A list of objective-based tests is displayed. If a test has not been completed by a minimum of one student, that test will not be displayed in this list. To filter the number of displayed objective-based tests, select the subject and grade level from the dropdown lists.
- 4 Select one or more objective-based tests and then **Next**.
- 5 From the **Options** screen, choose from the following options:
 - Show results for each **Test** or for each **Objective**.
 - Show details for each **Class** or for each **Student** (*teachers only*) or for each **Class** or for each **School** (*school and district administrators only*).
 - Choose whether to **Show Summaries**.
 - Select a display type—**Data** or **Graphs**.
 - Choose whether to include data from previous schools.
 - Choose whether to display the percentage of gains and averages for classes, remembering that only those students who have taken the test multiple times will be included in the report.
- 6 When finished, click **Next**.
- 7 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 8 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 9 When finished, click **Next**.
- 10 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 *Optional:* To save the report settings, type any name and then **Save Report**.
- 12 Click **Generate Report**.
- 13 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

14 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

15 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Test Item Summary

The Test Item Summary lists items in an objective-based test and displays student choices for each distractor in the test item.

A **distractor** is one of the incorrect answers presented as a choice in a multiple-choice test.

Use this report to evaluate the effectiveness of custom test items. The percentage bar graph lets you quickly spot regularly missed questions.

BEST PRACTICE Because a larger sample size results in a more reliable analysis, consider using a sample size of 250 students or more.

Report feature	Description
Filters	<ul style="list-style-type: none"> • Lists tests by subject and level. • Displays data by class, student, student attribute.
Views	Lists test items four ways: <ul style="list-style-type: none"> • Position in test. • Least to greatest percent correct. • Greatest to least percent correct. • Objective.
Answers	For each test item, displays the correct answer bubble darkened, along with the number and percentage of students who answered each choice, including no response.
Objectives	For each item, displays the objective code and short description.
Graphical display	Displays percentage of students who selected each choice represented by horizontal bars.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Test Item Summary lists test items first by objective and then from least to greatest percent correct. Note that sample reports are not displayed in their entirety below.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Name of the test.
View option for listing test items.

Item position in the test.

Objective key code and short name.

Number of students who selected the item.

Correct answer.

View as PDF Export as CSV Close

1 of 4

Test Item Summary Report

Test Title: Functions
Standard Set: End Of Course
List Items by: Objective
Student Attributes: None Selected

Date: 5/12/2009
Report Name: By Objective
Generated by: Samuel Hollis

Correct Answers
Incorrect Answers
NR No Response

Item 4	Title: What is the solution set for Rudy's equation? $\{[5, 8]\}$ [Zero product property]	Type: Multiple Choice
A1112: Fnd solutions to quad equations by factoring/ID solutions of eq by examining graph of equation		
Answer	#	%
<input type="radio"/> A	0	0
<input type="radio"/> B	0	0
<input type="radio"/> C	0	0
<input checked="" type="radio"/> D	3	100

Item 10 Title: What is the solution set for June's equation? $\{[0, 5/3]\}$ [Zero product property]
Type: Multiple Choice

Item title. Explorer items display EX codes; custom items are named by the author.

Graphical display of percentage of students who selected the item.

Percentage of students who selected the item.

Test Item Summary Report

Test Title: Functions
Standard Set: End Of Course
List Items by: Least to Greatest Percent Correct
Student Attributes: None Selected

Date: 5/13/2009
Report Name: By Objective
Generated by: Samuel Hollis

Correct Answers
Incorrect Answers
NR No Response

Item 24	Title: What is the solution set for this equation? [B] [Complex numbers]	Type: Multiple Choice
A1116: Solve quad equations w/formula/look at discriminant of quad form to find real/complex solutions		
Answer	#	%
<input type="radio"/> A	0	0
<input checked="" type="radio"/> B	0	0
<input type="radio"/> C	2	67
<input type="radio"/> D	1	33

Test Item Summary lists test items from least to greatest percent correct. (The example displays the first test item only.)

Generating a Test Item Summary

- 1 In the navigation bar, click **Reports>Assessment Reports>Test Item Summary Report**.
- 2 From the **Welcome** screen, click **Next**.

- 3 A list of assignments containing objective-based tests is displayed. To filter the number of displayed objective-based tests, select the subject and grade level from the dropdown lists and then **Apply Filter**.

NOTE User roles determine which test results are available to view. District and school administrators are able to view objective-based tests that are not assigned; assigned but not started; assigned but incomplete; and assigned and completed. Teachers are able to view objective-based tests that are assigned by the teacher and completed.

- 4 Select the desired objective-based test and then **Next**.
- 5 From the **Options** screen, choose how you want the test items to be listed—**Position in Test; Least to Greatest Percent Correct; Greatest to Least Percent Correct; or Objective**.
- 6 When finished, click **Next**.
- 7 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 8 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 9 When finished, click **Next**.
- 10 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 *Optional:* To save the report settings, type any name and then **Save Report**.
- 12 Click **Generate Report**.
- 13 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 14 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 15 To display a report processed offline, click an available option—**View Online, View as PDF, or Export as CSV**.

Test Summary by Objective

The Test Summary by Objective report displays individual student performance on objective-based tests. With this report, you can see at a glance how many students have mastered the objectives evaluated by a diagnostic test.

Report feature	Description
Objectives	Displays the objective key code, short name, and description. Explorer tests and learning paths correlated to NAEP are listed with Explorer codes and descriptions. Custom state tests and learning paths are listed with state codes and descriptions.
Filters	Report on selected students and/or classes. To more narrowly define the report, filter by student attributes.
Scores	Score for each student, in descending order from the highest score. By default, a green check box indicates a mastered objective; a red X indicates a non-mastered objective. You can also display individual student scores in each cell. The report includes the overall test score for each student.
Percent Mastered	Number of students who have mastered the objective, expressed as a percentage and in descending order from the highest score.
Data from previous schools	Choose whether to include data from a previous school.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Test Summary by Objective displays student performance on individual objectives in an objective-based test:

Choose to display and print the report in PDF format or export the report data into a CSV file.

View as PDF Export as CSV Close

1 of 1

Test Summary by Objective Report

Curriculum: Grade: All, Subject: All
Test Name: Fractions
Include data from previous school: Yes
Student Attributes: None Selected

Test results for each student in descending order from highest score. A green checkmark denotes mastery and a red X denotes nonmastery.

Date: 11/21/2008
Report Name: N/A
Generated by: Sally Smith
[Show with scores](#)

Click **Show with scores** to display individual student scores in each cell.

Student's last, first, and user name.

Scores ordered by test objectives.

Total score on the test for each student.

Students	Objectives	N.3.2	N.3.4	N.3.1	N.3.3	Score
Wilson, Edith (student46)		✓	✓	✓	✓	82
Adams, John (student100)		✓	✗	✓	✗	79
Paine, Thomas (student3)		✓	✓	✗	✗	75
Harrison, Caroline (student50)		✓	✓	✗	✗	75
Hamilton, Alexander (student29)		✓	✓	✗	✗	75
Polk, Sarah (student101)		✗	✓	✓	✗	72

Long description of the objective.

Objective key code and short name.

Number of students who have mastered the objective, expressed as a percentage.

Students	Objectives	N.3.2	N.3.4	N.3.1	N.3.3	Score
Wilson, Edith (student46)		83	83	83	78	82
Adams, John (student100)		100	67	83	67	79
Paine, Thomas (student3)		100	100	33	67	75
Harrison, Caroline (student50)		83	83	67	67	75
Hamilton, Alexander (student29)		83	83	67	67	75
Polk, Sarah (student101)		67	83	83	56	72
Fillmore, Abigail (student34)		83	83	50	33	62
Percent Mastered		86	83	67	62	

Generating a Test Summary by Objective

- 1 In the navigation bar, click **Reports>Assessment Reports>Test Summary by Objective**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, select the subject and grade level from the dropdown lists and then **Apply Filter**.
- 4 Tests matching your criteria are displayed in the grid. Select the desired test.
- 5 Choose whether to **Include data from previous schools**.
- 6 When finished, click **Next**.
- 7 *Optional:* To more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 8 Check one or multiple classes or students to include in the report, opening a tree to locate the desired classes, if required.
- 9 When finished, click **Next**.
- 10 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 *Optional:* To save the report settings, type any name and then **Save Report**.
- 12 Click **Generate Report**.
- 13 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 14 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 15 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Objective Score

► For School and District Administrators

The Objective Score report summarizes student performance on objectives and benchmarks, independent of an objective-based test.

Report feature	Description
Standard set	For a subject and grade level, lets you select standard sets by strand, substrand, or individual objective.
Number of students	Displays the number of students by class or school and total number of students tested on each objective.
Percent average	Displays aggregate percent score for groups tested on each objective.
Date range	Limits report to a date range you specify.
Filters	Depending on your user role, displays data by school, class, student attribute, and standard set: <ul style="list-style-type: none"> • <i>District administrators</i> can select the district or one or multiple schools and classes. • <i>School administrators</i> can select the school or one or multiple classes.
Data from previous schools	Includes data from previous schools.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Objective Score reports display student data on objectives grouped by class (top) and school (bottom).

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Report grouping by class.

Objective key code and short name.

Objective description.

Individual class.

Number of students tested on the objective.

Aggregate percent score for groups tested on each objective.

Totals for the objective.

Class	Number of Students Tested	% Average
R.3.01: Articulate relationship between: expressed purposes/characteristics of various dramatic lit Articulate the relationship between the expressed purposes and the characteristics of different forms of dramatic literature (e.g., comedy, tragedy, drama, dramatic monologue).		
Caesar Chavez High School - Algebra Period 2	4	79
Caesar Chavez High School - Bio Period 3	3	56
Caesar Chavez High School - English I	5	77
Caesar Chavez High School - English II	2	58
TOTALS:	7	71

Report grouping by school. If you select a grouping by school, you are unable to select individual classes.

School	Number of Students Tested	% Average
R.3.01: Articulate relationship between: expressed purposes/characteristics of various dramatic lit Articulate the relationship between the expressed purposes and the characteristics of different forms of dramatic literature (e.g., comedy, tragedy, drama, dramatic monologue).		
Caesar Chavez High School	7	71
TOTALS:	7	71

Generating an Objective Score Report

- 1 In the navigation bar, click **Reports>Assessment Reports>Objective Score**.
- 2 From the **Welcome** screen, click **Next**.

- 3 From the **Curriculum** screen, select a standard set, subject, and grade level. To more narrowly define your search, enter a keyword and then **Search**.
- 4 The grid displays strands, substrands, and objectives that meet your search criteria. Check the strand, substrand, and objectives for your report and then **Next**.
- 5 Enter the **Start Date** and **End Date**.
- 6 Choose whether to include data from previous schools and to group the report by **Class** or by **School**.
- 7 When finished, click **Next**.
- 8 *Optional:* To more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 9 Depending on your user role, check one or multiple schools or classes to include in the report and then **Next**.

NOTE If you choose to group the report by **School**, you will be unable to select classes.

- 10 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 *Optional:* To save the report settings, type any name and then **Save Report**.
- 12 Click **Generate Report**.
- 13 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 14 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 15 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Test Translator Reports

NOTE Your site's licensing determines whether these reports are available to you.

Goal-based Test Results

The Goal-based Test Results report provides information about student performance on NWEA or state tests that have been administered externally and imported into Odyssey with Test Translator.

NOTE NWEA and state **goals** are comparable to Odyssey **objectives**.

Report feature	Description
Filters	<ul style="list-style-type: none"> Lists goals by source—NWEA or State Test—and subject. Displays results by test or by goal. Depending on your user role, displays data by student, student attribute, class, or school.
Detail views	<ul style="list-style-type: none"> <i>Student</i>: Displays the RIT range (for NWEA tests) or scores (for state tests) for each student on each goal. <i>Class</i>: Displays the number of students who were administered the test in each class. <i>School</i>: Displays the number of students who were administered the test in each school.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Goal-based Test Results report (generated by a teacher) displays student results by goal.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Results displayed by goal.

Details displayed for each student.

Test name.

Goal name.

Last and first name of student.

RIT range on each goal in the test.

Student	Range
Adams, John	191 - 200
Fillmore, Abigail	201 - 210
Madison, James	201 - 210
Stanton, Elizabeth	211 - 220
Harrison, Caroline	211 - 220

The following Goal-based Test Results report displays class results by test.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Results displayed by test.

Details displayed for each class.

Test name.

Class name.

Total number of students represented in each class.

Language Survey w/ Goals AZ V3	
Class	Students
LA 3-Riverton	5

Math Survey w/ Goals 6+ AZ V3	
Class	Students
LA 3-Riverton	5

Reading Survey w/ Goals 6+ AZ V3	
Class	Students
LA 3-Riverton	5

Generating a Goal-based Test Results Report

- 1 In the navigation bar, click **Reports>Test Translator Reports>Goal-based Test Results Report**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select a source—**NWEA** or **State Test**—and a subject (or **All**) from the dropdown lists.
- 4 To display tests that match your criteria, click **Apply Filter**.
- 5 Select one or more goal-based tests and then **Next**.
- 6 From the **Options** screen, choose to show results for each **Test** or for each **Goal**.

NOTE If you choose to show results for each test, you will be unable to show details for each student.

- 7 **Teachers:** Choose to show details for each **Class** or for each **Student** and then **Next**.

OR

School and District Administrators: Choose to show details for each **Class** or for each **School** and then **Next**.

- 8 **Optional:** From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 9 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 10 When finished, click **Next**.
- 11 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 12 *Optional:* To save the report settings, type any name and then **Save Report**.
- 13 Click **Generate Report**.
- 14 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 15 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 16 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Test Summary by Goal

The Test Summary by Goal report displays individual student performance on goal-based tests administered externally and imported with Odyssey's Test Translator. Goals are ordered by RIT range or score.

NOTE NWEA and state **goals** are comparable to Odyssey **objectives**.

Report feature	Description
Filters	<ul style="list-style-type: none"> Report on selected students and/or classes. To more narrowly define the report, filter by student attributes. Displays goals by selected subject or by all subjects.
Scores	<ul style="list-style-type: none"> For NWEA test data, displays a student's RIT ranges, in descending order from the highest score. For state test data, displays a student's scores, in descending order from the highest score.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Test Summary by Goal report displays student performance on an NWEA test:

Choose to display and print the report in PDF format or export the report data into a CSV file.

The screenshot shows the 'Test Summary By Goal Report' interface. At the top, there are buttons for 'View as PDF', 'Export as CSV', and 'Close'. Below these is a navigation bar showing '1 of 1'. The main content area has a title 'Test Summary By Goal Report' and a subtitle 'Selections: Source: NWEA / Subject: All'. To the right, it shows 'Date: 5/14/2009', 'Report Name: Math 6+', and 'Generated By: NWEA Teacher'. Below this, it says 'Student Attributes: None Selected'. The main table has columns for 'Goals' and 'Students'. The 'Goals' column lists 'Algebra and Fun...', 'Mathematical Re...', 'Measurement and...', 'Number Sense', and 'Statistics, Dat...'. The 'Students' column lists 'Henry, Patrick (patrickhenry)', 'Jefferson, Thomas (tjefferson)', and 'Pankhurst, Emmeline (epankhurst)'. The table displays RIT ranges for each student across the goals. Annotations point to various parts of the interface: 'Test source and subject.' points to the 'Selections' line; 'Test name.' points to the 'Test Name' line; 'Last, first, and user name of student.' points to the student names in the table; 'Name of external goal in test.' points to the goal names in the table; and 'RIT ranges by goal for each student.' points to the RIT range values in the table.

Goals	Students
Algebra and Fun...	Henry, Patrick (patrickhenry)
Mathematical Re...	Jefferson, Thomas (tjefferson)
Measurement and...	Pankhurst, Emmeline (epankhurst)
Number Sense	
Statistics, Dat...	

Generating a Test Summary by Goal

- 1 In the navigation bar, click **Reports>Test Translator>Test Summary by Goal**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, select the source and subject from the dropdown lists and then **Apply Filter**.

- 4 Tests matching your criteria are displayed in the grid. Select the desired test.
- 5 When finished, click **Next**.
- 6 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 7 Check one or multiple classes or students to include in the report, opening a tree to locate the desired classes, if required.
- 8 When finished, click **Next**.
- 9 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 *Optional:* To save the report settings, type any name and then **Save Report**.
- 11 Click **Generate Report**.
- 12 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 13 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 14 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Goal Score

The Goal Score report lists the number of students tested on NWEA or state goals, independent of a goal-based test.

Report feature	Description
Number of students	Displays the number of students by class or school and total number of students tested on each goal.
Date range	Limits report to a date range you specify.
Filters	Depending on your user role, displays data by school, class, student attribute, and goal: <ul style="list-style-type: none"> • <i>District administrators</i> can select the district or one or multiple schools and classes. • <i>School administrators</i> can select the school or one or multiple classes.
Report formats	Choose from HTML, PDF, and CSV formats.

The following Goal Score reports display student data on NWEA goals grouped by school (top) and class (bottom).

Choose to display and print the report in PDF format or export the report data into a CSV file.

View as PDF Export as CSV Close

1 of 1

Goal Score Report

Source: NWEA Date: 5/13/2009
Subject: Language Arts Report Name: Reading Every Other
Report By: School Generated By: NWEA Admin
Test Event Date Range: 09/01/2007 to 01/29/2008

Student Attributes:
None Selected

School	Number of Students Tested
<input checked="" type="radio"/> Punctuation, Capitalization, and Spelling	
NWEA CA	400
Totals:	400

Total number of students tested on the goal.

Goal Score Report

Source: NWEA Date: 5/13/2009
Subject: Language Arts Report Name: Reading Every Other
Report By: Class Generated By: NWEA Admin
Test Event Date Range: 09/01/2007 to 01/29/2008

Student Attributes:
None Selected

Number of students tested on the goal.

Class	Number of Students Tested
<input checked="" type="radio"/> Punctuation, Capitalization, and Spelling	
Class 1 (Teacher, NWEA)	49
Class 10 (Teacher, NWEA)	38
Class 11 (Teacher, NWEA)	53
Class 13 (Teacher, NWEA)	39
Class 2 (Teacher, NWEA)	53
Class 3 (Teacher, NWEA)	47
Class 4 (Teacher, NWEA)	21
Class 7 (Teacher, NWEA)	29
Class 8 (Teacher, NWEA)	35
Class 9 (Teacher, NWEA)	36
Totals:	400

Report grouping by class.

Generating a Goal Score Report

- 1 In the navigation bar, click **Reports>Test Translator>Goal Score**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select a source—**NWEA** or **State Test**—and subject and then **Apply Filter**.
- 4 The grid displays goals that meet your search criteria. Check one or multiple goals for your report and then **Next**.
- 5 Enter the **Start Date** and **End Date**.
- 6 Choose whether to report by **Class** or by **School** and then **Next**.

- 7 *Optional:* To more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 8 Depending on your user role, check one or multiple schools or classes to include in the report and then **Next**.

NOTE If you choose to group the report by **School**, you will be unable to select classes.

- 9 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 *Optional:* To save the report settings, type any name and then **Save Report**.
- 11 Click **Generate Report**.
- 12 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 13 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 14 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Test Translator Import Log

The Test Translator Import Log summarizes the import results of goal-based tests administered externally. Use this report to view all messages, including errors, generated during the import.

NOTE NWEA and state **goals** are comparable to Odyssey **objectives**.

Report feature	Description
Filters	<ul style="list-style-type: none"> Displays results for a date range you specify. The date range indicates when the test was imported into Odyssey. Displays results by test source—NWEA or state test. Displays results for a single test by test name or for one or more files by file name. Depending on your user role, displays data by student, student attribute, class, or school.
Scores	<ul style="list-style-type: none"> For NWEA test data, displays students' RIT ranges for the imported test. For state test data, displays students' scores for the imported test.
Report formats	Choose from HTML, PDF, and CSV formats.

Test Translator Import Log: NWEA Data

The following example displays the log from importing NWEA test results.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Date range of import.

Test source.

Test name.

Last, first, and user name of student.

Date test was taken by student.

Name of goal.

RIT range for the goal.

View as PDF Export as CSV Close

1 of 27

Import Log Report

Import Date Range: 05/07/2008 - 05/14/2009
 Test Source: NWEA
 Test: Language Survey w/ Goals CA V2
 Date: 5/14/2009
 Report Name: N/A
 Generated By: NWEA Teacher

Status Abbreviations:
 NP - Not Processed
 PW/OA - Processed Without Assignment
 PWA - Processed With Assignment

Log Messages

Student	Test Event	Goal	RIT Range	Status	Message
Adams, John (CI_1452610001)	Language Survey w/ Goals CA V2, 09/20/2007	Punctuation, Capitalization, and Spelling	191 - 200	PWA	Assignment given
		Sentence Structure and Grammar	191 - 200	PWA	Assignment given
		Writing Applications	201 - 210	PWA	Assignment given
		Writing Strategies	201 - 210	PWA	Assignment given
Franklin, Benjamin	Language Survey	Punctuation,	201 - 210	PWA	Assignment given

Test Translator Import Log: State Data

The following example displays an import log from importing state test results.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Date range of import.

Test source.

School name.

Test name.

Name of goal.

Score.

Last, first, and user name of student.

Date test was taken by student.

View as PDF Export as CSV Close

1 of 62

Import Log Report

Import Date Range: 02/17/2008 - 02/24/2009 Date: 3/3/2009

Test Source: State Test Report Name: State

School Name: Douglas School

Test: CRCT Grade 4 Generated By: Edith Wilson

Status Abbreviations:
NP - Not Process
PW/OA - Processed Without Assignment
PWA - Processed With Assignment

Log Messages

Douglas School (TEST - Douglas CRCT Results.csv)

Student	Test Event	Goal	Score/Result	Status	Message
Adams, Samuel (samueladams)	CRCT Mathematics Grade 4, 10/30/2008	4th Grade Math	2	PWA	Assignment given
			2	PWA	Assignment given
	CRCT Reading	4th Grade Reading	1	PWA	Assignment given

Generating a Test Translator Import Log

- 1 In the navigation bar, click **Reports>Test Translator Reports>Test Translator Import Log**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, specify a date range and test source—**NWEA** or **State Test**.
- 4 *District Administrators:* Select a school from the dropdown list.
- 5 *School and District Administrators:* To select by test, click **Test Name** and select a test from the dropdown list.
OR
To select by file, click **Select File(s)** and the one or multiple files from the displayed list.
- 6 When finished, click **Next**.
- 7 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 8 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 9 When finished, click **Next**.
- 10 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 *Optional:* To save the report settings, type any name and then **Save Report**.
- 12 Click **Generate Report**.
- 13 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 14 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 15 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Longitudinal Goal Score Analysis

The Longitudinal Student Goal Score Analysis looks at tests taken over a period of time by one or multiple students, providing scores on goal-based NWEA or state tests administered externally and imported with Odyssey's Test Translator.

Scores are displayed for each test attempt. A record in the report corresponds to one test taken by one student. Subsequent records are for other tests taken by the same student.

NOTE NWEA and state **goals** are comparable to Odyssey **objectives**.

Report feature	Description
Filters	<ul style="list-style-type: none"> • Lists goals by source—NWEA or state test—and subject. • Displays results by student or by test. • Depending on your user role, displays data by student, student attribute, class, or school.
Scores	<ul style="list-style-type: none"> • For NWEA test data, displays students' RIT ranges for goal-based tests taken over a period of time. • For state test data, displays students' scores for goal-based tests taken over a period of time.
Report formats	Choose from HTML, PDF, and CSV formats.

Longitudinal Goal Score Analysis: NWEA Data

The following sample Longitudinal Goal Score Analysis displays data by student for NWEA test results imported with Odyssey's Test Translator.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Results displayed by student.

Last, first, and user name of student.

Test name.

Goal name.

Results displayed by test.

View as PDF
Export as CSV
Close

1 of 2

Longitudinal Goal Score Analysis

Report By: Student
Test Event Date Range: 09/01/2007 - 10/30/2007

Date: 5/14/2009
Report Name: Reading 6+
Generated By: NWEA Teacher

Student Attributes:
None Selected

Date student took test. RIT ranges.

Paine, Thomas (5371497)		
Reading Survey w/ Goals 6+ CA V2	Date	Score
Goal: Comprehension and Analysis of Text	9/10/2007	211 - 220
Goal: Informational Structure and Expository Critique	9/10/2007	211 - 220
Goal: Literary Response and Analysis	9/10/2007	211 - 220
Goal: Word Analysis and Vocabulary Development	9/10/2007	201 - 210
Stanton, Elizabeth (5371499)		

Longitudinal Goal Score Analysis

Report By: Test
Test Event Date Range: 09/01/2007 - 10/30/2007

Date: 5/14/2009
Report Name: Reading 6+
Generated By: NWEA Teacher

Student Attributes:
None Selected

Reading Survey w/ Goals 6+ CA V2		
Paine, Thomas (5371497)	Date	Score
Goal: Comprehension and Analysis of Text	9/10/2007	211 - 220
Goal: Informational Structure and Expository Critique	9/10/2007	211 - 220
Goal: Literary Response and Analysis	9/10/2007	211 - 220
Goal: Word Analysis and Vocabulary Development	9/10/2007	201 - 210
Stanton, Elizabeth (5371499)	Date	Score
Goal: Comprehension and Analysis of Text	9/10/2007	191 - 200
Goal: Informational Structure and Expository Critique	9/10/2007	211 - 220
Goal: Literary Response and Analysis	9/10/2007	201 - 210
Goal: Word Analysis and Vocabulary Development	9/10/2007	201 - 210

Longitudinal Goal Score Analysis: State Data

The following sample Longitudinal Goal Score Analysis displays data by student for state test results imported with Odyssey's Test Translator.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Results displayed by test.

Test name.

Last, first, and user name of student.

Goal name.

Date student took test.

Scores.

Student Attributes:	Date	Score
PSSA Mathematics Grade 4		
Hamilton, Alexander (ahamilton)	12/16/2008	4
Goal: 4th Grade Math		
Harrison, Caroline (charrison)	12/16/2008	1
Goal: 4th Grade Math		
Madison, Dolley (dmadison)	12/16/2008	1
Goal: 4th Grade Math		
Morris, Gouverneur (gmorris)	12/16/2008	1
Goal: 4th Grade Math		
Mott, Lucretia (lmott)	12/16/2008	3
Goal: 4th Grade Math		
Tubman, Harriet (htubman)		

Generating a Longitudinal Goal Score Analysis

- 1 In the navigation bar, click **Reports>Test Translator Reports>Longitudinal Goal Score**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Curriculum** screen, select a source—**NWEA** or **State Test**—and a subject (or **All**) from the dropdown lists.
- 4 To display tests that match your criteria, click **Apply Filter**.
- 5 Choose to display the results by **Test** or by **Student**.
- 6 Select one or more goal-based tests and then **Next**.
- 7 From the **Options** screen, specify a date range and whether to display the first and last records only.
- 8 When finished, click **Next**.
- 9 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 10 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you: district administrators can select their schools or classes; school administrators can select their school and classes in their school; and a teacher can select their classes or students.

- 11 When finished, click **Next**.
- 12 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 13 *Optional:* To save the report settings, type any name and then **Save Report**.
- 14 Click **Generate Report**.
- 15 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 16 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 17 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

NWEA Learning Path Status

The NWEA Learning Path Status report displays status of and scores on activities prescribed to students through an NWEA test.

Report feature	Description
Filters	<ul style="list-style-type: none"> Displays assignments by subject and level. Displays data by school, class, student, student attribute.
Goals	Displays the goal name and code.
Results	Displays a student's progress and results for each activity in the learning path. Icons indicate status for each activity. An asterisk next to the status icon indicates that the activity was completed for another objective within the same learning path. For scored activities, a student's score links to the activity details. Odyssey Writer grades link to projects and teacher evaluations.
Activities	Displays all of the activities that are in goal folders, including activity icons, names, and learning activity numbers. Learning activity names and numbers are links to the activities.
Report formats	Choose from HTML, PDF, and CSV formats.

The following sample NWEA Learning Path Status report displays status for Emmeline Pankhurst on two learning paths.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Learning path name.

Assignment folder.

To preview the activity, click the activity name.

The student has not started these activities.

Generating an NWEA Learning Path Status Report

- 1 In the navigation bar, click **Reports>Test Translator Reports>NWEA Learning Path Status**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, to display available learning paths, select the subject and grade level from the dropdown lists and then **Apply Filter**.

- 4 Select one or multiple learning paths and then **Next**.
- 5 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 6 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 7 When finished, click **Next**.
- 8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 *Optional:* To save the report settings, type any name and then **Save Report**.
- 10 Click **Generate Report**.
- 11 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 12 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

State Learning Path Status

The State Learning Path Status report displays status of and scores on activities prescribed to students through a state test.

Report feature	Description
Filters	<ul style="list-style-type: none"> Displays assignments by subject and level. Displays data by school, class, student, student attribute.
Goals	Displays the state assessment code.
Results	Displays a student's progress and results for each activity in the learning path. Icons indicate status for each activity. An asterisk next to the status icon indicates that the activity was completed for another objective within the same learning path. For scored activities, a student's score links to the activity details. Odyssey Writer grades link to projects and teacher evaluations.
Activities	Displays all of the activities that are in goal folders, including activity icons, names, and learning activity numbers. Learning activity names and numbers are links to the activities.
Report formats	Choose from HTML, PDF, and CSV formats.

The following sample State Learning Path Status report displays status for Sarah Polk.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Learning path name.
Assignment folder.

Activity with a decision point.

View as PDF
Export as CSV
Options: Student Name (Default)
Close

1 of 83

Learning Path Status Report for State Tests

Date: 5/15/2009
Report Name: N/A
Generated By: State Teacher

Student Attributes:
None Selected

Completed
Not Started
Suppressed

Polk, Sarah (sarahpolk)		Completed	Result
5th Grade Reading 1 Learning Path			
Literary Texts			
ELA5R1.1.a			
	Plot: Interactive Guided Instruction R3101		
	Plot: Interactive Guided Instruction R4105		
	Plot: Interactive Guided Instruction R5057		
	Plot: Quiz 1 R3102		
	Plot: Quiz 1 R4106		
	Plot: Quiz 1 R5058		

To preview the activity, click the activity name.

The student has not started these activities.

Generating a State Learning Path Status Report

- In the navigation bar, click **Reports>Test Translator Reports>State Learning Path Status**.
- From the **Welcome** screen, click **Next**.

- 3 From the **Options** screen, to display available learning paths, select the subject and grade level from the dropdown lists and then **Apply Filter**.
- 4 Select one or multiple learning paths and then **Next**.
- 5 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.
- 6 Check one or multiple schools, classes, or students to include in the report, opening a tree to locate the desired selections, if required.

NOTE Your user role determines the options available to you.

- 7 When finished, click **Next**.
- 8 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 *Optional:* To save the report settings, type any name and then **Save Report**.
- 10 Click **Generate Report**.
- 11 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 12 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 13 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Odyssey Writer Reports

Student Writing Portfolio

Use the Student Writing Portfolio report to summarize student work on Odyssey Writer projects that have been evaluated. You can report on multiple projects for classes or individual students.

Report feature	Description
Odyssey Writer project evaluations	<p>For the selected students, displays the following information for each Odyssey Writer project included in the report:</p> <ul style="list-style-type: none"> • Date handed in. Date and time the student handed in the project. Time is your local time. • Grade. Grade the teacher gives to the project. If multiple revisions have been made, only the most recent grade appears. • Rubric Categories and Scores. Scores assigned to the rubric categories the project. Scoring criteria are established when projects are evaluated. Rubric scores range from 6 to 1. Teachers define the high-to-low score sort order (6–1 or 1–6) when creating the assignment. • Annotations. Types and frequencies of common errors. • Duration. Total amount of time (in hh:mm:ss format) that the student has spent on the project.
Date range	Summarizes student work evaluated during a date range you specify.
Student attributes	Displays data for students defined by the checked attributes.
Report formats	Choose from HTML, PDF, and CSV formats.

The following example Student Writing Portfolio report summarizes student work on four Odyssey Writer projects. The report was filtered by female students and returned data for two students.

Choose to display and print the report in PDF format or export the report data into a CSV file.

View as PDF
Export as CSV
Close

1 of 1

Student Writing Portfolio Report

Project(s): Odyssey Writer 25: Assess Text Complexities, Odyssey Writer 85: Analyze Character, Odyssey Writer 86: Analyze Myth/Legend, Odyssey Writer 87: Support with Evidence from Text

Date: 10/15/2008 - 10/28/2008

Student Attributes:
Female

Date: 5/11/2009

Report Name: All Papers: Female

Generated By: Rebecca English

Project:	Odyssey Writer 25: Assess Text Complexities
Date Handed In:	10/27/2008 9:11:20 PM
Name:	Abington, Kris
Grade:	
Rubric Categories:	
Content	
Development of Ideas	
Voice	
Conventions	
Annotations:	
Capitalization	
Comma Split	
Punctuation	
Run-on Sentence	
Sentence Fragment	
Spelling	
Subject/Verb Agreement	
Usage	
Duration: (hh:mm:ss)	

Results are grouped by student. In this example, the report returns data for two students. Results for the student at left are returned for one Odyssey Writer project; for the student below, results are returned for three projects.

	Odyssey Writer 85: Analyze Character	Odyssey Writer 86: Analyze Myth/Legend	Odyssey Writer 87: Support with Evidence from Text
Project:			
Date Handed In:	10/21/2008 9:12:04 PM	10/21/2008 9:32:00 PM	10/21/2008 10:08:20 PM
Name:	Adams, Ivy (Student127)	Adams, Ivy (Student127)	Adams, Ivy (Student127)
Grade:	B	A-	B-
Rubric Categories:			
Content/Focus	4	-	-
Organization	3	-	-
Development of Ideas	2	-	-
Voice	2	-	-
Conventions	1	-	-
Introduction	-	3	-
Body/ Organization	-	4	-
Analysis	-	2	-
Holistic	-	-	5
Annotations:			
Capitalization	-	-	3
Comma Split	-	1	1
Punctuation	-	-	3
Run-on Sentence	-	1	-
Sentence Fragment	-	1	1
Spelling	-	-	-
Subject/Verb Agreement	-	1	1
Usage	-	-	-
Duration: (hh:mm:ss)	00:14:10	00:04:52	00:07:26

Generating a Student Writing Portfolio Report

- 1 In the navigation bar, click **Reports>Odyssey Writer Reports>Student Writing Portfolio**.
- 2 From the **Welcome** screen, click **Next**.
- 3 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 4 Check one or multiple classes to include in the report and then **Next**.
- 5 From the **Options** screen, enter the **Start Date** and **End Date** and then **Next**.
- 6 The **Projects** screen displays evaluated Odyssey Writer assignments. Select one or multiple assignments and then **Next**.

NOTE Only the most recently evaluated version of a project handed in multiple times is available.

- 7 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 8 *Optional:* To save the report settings, type any name and then **Save Report**.
- 9 Click **Generate Report**.
- 10 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 11 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 12 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Writing Summary

Use the Writing Summary report to summarize evaluations by Odyssey Writer project. You can report on a single project for multiple students or classes.

Report feature	Description
Odyssey Writer project evaluations	<p>For the selected project, displays the following student evaluation information:</p> <ul style="list-style-type: none"> • Date handed in. Date and time the student handed in the project. Time is your local time. • Grade. Grade the teacher gives to the project. If multiple revisions have been made, only the most recent grade appears. • Rubric Categories and Scores. Scores assigned to the rubric categories the project. Scoring criteria are established when projects are evaluated. Rubric scores range from 6 to 1. Teachers define the high-to-low score sort order (6–1 or 1–6) when creating the assignment. • Annotations. Types and frequencies of common errors. • Duration. Total amount of time (in hh:mm:ss format) that the student has spent on the project.
Date range	Summarizes student work evaluated during a date range you specify.
Student attributes	Displays data for students defined by the checked attributes.
Report formats	Choose from HTML, PDF, and CSV formats.

The following example Writing Summary report summarizes evaluations for a single Odyssey Writer project. The report returned data for one student.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Writing Summary Report

Project(s): Being Different/Farm Life (writing)
Date: 10/01/2008 - 10/30/2008

Date: 5/12/2009
Report Name: Farm Life
Generated By: Dan Bloomberg

Student Attributes:
None Selected

Project:	Being Different/Farm Life (writing)
Date Handed In:	10/22/2008 10:02:30 PM
Name:	Jones, Abby (Student3)
Grade:	B+
Rubric Categories:	
Content	4
Development of Ideas	3
Voice	2
Conventions	1
Annotations:	
Capitalization	-
Comma Split	3
Punctuation	2
Run-on Sentence	-
Sentence Fragment	-
Spelling	-
Subject/Verb Agreement	2
Usage	1
Duration: (hh:mm:ss)	00:04:25

Results for the Odyssey Writer project are grouped by student. In this example, the report returns data for one student.

Scroll to display the entire online HTML report.

Generating a Writing Summary Report

- 1 In the navigation bar, click **Reports>Odyssey Writer Reports>Writing Summary**.
- 2 From the **Welcome** screen, click **Next**.
- 3 From the **Options** screen, enter the **Start Date** and **End Date** and then **Next**.
- 4 The **Project** screen displays Odyssey Writer assignments. Select one assignment and then **Next**.

NOTE Only the most recently evaluated version of a project handed in multiple times is available.

- 5 *Optional:* From the **Students** screen, to more narrowly define your report, check the desired student attributes and click **Apply Filter**.

- 6 Check one or multiple classes to include in the report and then **Next**.

NOTE Only students for whom the selected project has been evaluated are displayed.

- 7 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 8 *Optional:* To save the report settings, type any name and then **Save Report**.
- 9 Click **Generate Report**.
- 10 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 11 To display the status of a report processed offline, click **Show Queue**.
The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 12 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

Resources

Odyssey offers two reports for you to gather information about available curriculum. Generating either of these reports may be helpful as you build an assignment.

- **Curriculum Report**
- **State Correlation Report** on page 182

Curriculum Report

Use the Curriculum report to view relationships among chapters, lessons, and learning activities for a subject and grade level. Three reports are available: Lesson vs. Learning Activities, Lesson Questions, and Chapter Questions.

Lesson vs. Learning Activities

The Lesson vs. Learning Activities report displays learning activity numbers for the selected subject, grade, chapter, and lesson. To view a learning activity, click the learning activity's link. The following sample Curriculum report displays learning activities associated with the **Rounding Numbers** lesson in grade 4 math **Number Theory and Systems**.

Choose to display and print the report in PDF format or export the report data into a CSV file.

The screenshot shows a web-based report titled "Curriculum Report". At the top, there are buttons for "View as PDF" and "Export as CSV", and a "Close" button. Below these is a navigation bar showing "1 of 1" pages. The report content includes:

- Report Type:** Lesson vs. Learning Activities
- Subject:** Math
- Grade:** Fourth
- Chapter:** Number Theory and Systems
- Lesson:** Rounding Numbers
- Date:** 5/12/2009
- Report Name:** N/A
- Generated By:** Dan Bloomberg

Below this information is a table with the following structure:

Chapter - "Number Theory and Systems" - Understand numeration, number theory, and number systems.		
Lesson Code	Lesson Title and Description	LA Number
4	Rounding Numbers - Round numbers to the nearest ten, hundred, thousand, ten thousand, and hundred thousand.	40925 40926 40927 4B003 4B004

Annotations on the left side of the screenshot point to specific elements:

- "Type of Curriculum report." points to the "Report Type" field.
- "Chapter title and description." points to the chapter title in the table header.
- "Lesson code (ID) within the chapter." points to the "Lesson Code" 4 in the table.
- "Lesson title and description." points to the "Lesson Title and Description" in the table.
- "To preview the activity, click the learning activity's number." points to the LA numbers in the table.

Lesson Questions

The Lesson Questions report displays all lesson questions for the selected subject, grade, chapter, and lesson. The following sample curriculum report displays lesson questions from the **Rounding Numbers** lesson in grade 4 math **Number Theory and Systems**.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Type of Curriculum report.

Lesson title and description of contents.

Question code (ID) within the lesson.

Lesson question.

View as PDFExport as CSVClose

1 of 1

Curriculum Report

Report Type: Lesson Questions
Subject: Math
Grade: Fourth
Chapter: Number Theory and Systems
Lesson: Rounding Numbers

Date: 5/12/2009
Report Name: N/A
Generated By: Dan Bloomberg

Code	Question
Rounding Numbers - Round numbers to the nearest ten, hundred, thousand, ten thousand, and hundred thousand.	
A	Round this number to the nearest ten thousand. 14,026
B	Round this number to the nearest ten thousand. 84,759
C	Round this number to the nearest hundred thousand. 130,420
D	Round this number to the nearest hundred thousand. 263,610
E	Using the number line, round this number to the nearest ten thousand. 129,502
F	Using the number line, round this number to the nearest hundred thousand. 359,860
G	Using the number line, round this number to the nearest ten thousand. 204,378
H	Round this number to the nearest ten thousand. 82,827

I	Round this number to the nearest ten thousand. 66,024
J	Round this number to the nearest ten thousand. 742,090
K	Round this number to the nearest ten thousand. 409,183
L	Using the number line, round this number to the nearest ten thousand. 78,200
M	Using the number line, round this number to the nearest ten thousand. 96,100
N	Using the number line, round this number to the nearest ten thousand. 297,005
O	Round this number to the nearest hundred thousand. 482,900
P	Round this number to the nearest hundred thousand. 706,990
Q	Round this number to the nearest hundred thousand. 192,000
R	Using the number line, round this number to the nearest hundred thousand. 610,380
S	Using the number line, round this number to the nearest hundred thousand. 480,550
T	Using the number line, round this number to the nearest hundred thousand. 749,325

Scroll to display the entire online HTML report.

Chapter Questions

The Chapter Questions report displays chapter questions for the selected subject, grade, chapter, and lesson. The following sample curriculum report displays chapter questions from the **Rounding Numbers** lesson in grade 4 math.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Type of Curriculum report.

Chapter title and description of contents.

Question code (ID) within the chapter.

Chapter question.

Scroll to display the entire online HTML report.

[View as PDF](#) [Export as CSV](#) [Close](#)

1 of 1

Curriculum Report

Report Type: Chapter Questions
Subject: Math
Grade: Fourth
Chapter: Number Theory and Systems
Lesson: Rounding Numbers

Date: 5/15/2009
Report Name: N/A
Generated By: Sandy Pasch

Code	Question
Number Theory and Systems - Understand numeration, number theory, and number systems.	
1	Find the expanded form. 4,037,180
2	Find the expanded form. 68,020,075
3	Find the expanded form. 290,607,214
4	Find the expanded form. 200,407,800
5	Find the standard form. 1,000,000 + 30,000 + 6,000 + 800 + 10
6	Find the standard form. 50,000,000 + 7,000,000 + 300,000 + 80,000 + 600 + 20 + 5
28	Choose the number sentence that is true.
29	What does this symbol mean? <
30	Which symbol means greater than?
31	Complete this number sentence. 670,002,100 > _____
32	Complete this number sentence. 100,390,904 < _____
33	Round this number to the nearest thousand. 4,026
34	Round this number to the nearest thousand. 263,610
35	Using the number line, round this number to the nearest thousand. 59,860
36	Round this number to the nearest ten thousand. 66,024
37	Using the number line, round this number to the nearest ten thousand. 96,100
38	Using the number line, round this number to the nearest ten thousand. 297,005
39	Round this number to the nearest hundred thousand. 192,000
40	Using the number line, round this number to the nearest hundred thousand. 749,325

Generating a Curriculum Report

- 1 In the navigation bar, click **Content>Resources**.
- 2 With the default **Curriculum** tab selected, click **Curriculum Report** (underneath **Reports**).
- 3 From the **Curriculum Report** page, click **Next**.
- 4 Select a subject, grade, chapter, and lesson from the dropdown lists, and click **Next**.

- 5 Select a report type—**Lesson vs. Learning Activities**, **Lesson Questions** or **Chapter Questions**—and click **Next**.
- 6 In the **Confirmation** screen, review the report’s definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 7 *Optional:* To save the report settings, type any name and then **Save Report**.
- 8 Click **Generate Report**.
- 9 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.
- 10 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.
- 11 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

State Correlation Report

Use the State Correlation report to view learning activities and lesson quizzes by strand for the specified state, subject, and level. To view a learning activity or quiz, click the learning activity's or quiz's link.

NOTE If the Lesson Quizzes column is empty in a State Correlation report, the curriculum does not include lesson quizzes.

The following sample report displays learning activities and quizzes grouped by strand for grade 8 math in Georgia.

Choose to display and print the report in PDF format or export the report data into a CSV file.

Use the controls to navigate the online report.

Grade level and subject.

Strand key and description.

View as PDF Export as CSV Close		1 of 2	
State Correlation Report: Georgia		Date: 5/18/2009 Report Name: N/A Generated By: June Arborview	
Grade: Eighth Subject: Math			
Strand Key	Description	Learning Activities	Lesson Quizzes
M8N1.a	Strand M8N: Numbers and Operations: Students will understand the numeric and geometric meaning of square root, apply properties of integer exponents, and use scientific notation. Standard M8N1: Students will understand different representations of numbers including square roots, exponents, and scientific notation. Element a: Find square roots of perfect squares.	M8017 M8018 M8019 M8020 M8021 M8022 8066 8108 AL024	AL-2B12 MA00000 MA05000 MA08ZZ12
M8N1.b	Strand M8N: Numbers and Operations: Students will understand the numeric and geometric meaning of square root, apply properties of integer exponents, and use scientific notation. Standard M8N1: Students will understand different representations of numbers including square roots, exponents, and scientific notation. Element b: Recognize the (positive) square root of a number as a length of a side of a square with a given area.	M8017 M8018 M8019 M8020 M8021 M8022 8066 8108 AL024	AL-2B12 MA00000 MA05000 MA08ZZ12
M8N1.c	Strand M8N: Numbers and Operations: Students will	M8017 M8018 M8019	

To preview the activity or lesson quiz, click the link.

Generating a State Correlation Report

- 1 In the navigation bar, click **Content>Resources**.
- 2 With the default **Curriculum** tab selected, click **State Correlation Report** (underneath **Reports**).
- 3 From the **State Correlation Report** page, click **Next**.
- 4 Select a state, subject, and level from the dropdown lists, and click **Next**.
- 5 In the **Confirmation** screen, review the report's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 6 *Optional:* To save the report settings, type any name and then **Save Report**.
- 7 Click **Generate Report**.

- 8 If Odyssey generates the HTML report immediately, you will see the report displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

If Odyssey sends the report to be processed offline, you will see the following message:

Report has been queued for offline processing.

- 9 To display the status of a report processed offline, click **Show Queue**.

The **Reporting Queue** window displays reports that Odyssey has processed offline.

- 10 To display a report processed offline, click an available option—**View Online**, **View as PDF**, or **Export as CSV**.

7 Odyssey Writer

Odyssey Writer is a customizable writing tool in Odyssey Manager that helps educators in all disciplines teach the writing process to their K-12 students. Designed to improve narrative, persuasive, informative, fiction, and nonfiction writing skills, Odyssey Writer lets teachers create and assign writing assignments and guides students through the entire writing process. Students are encouraged to monitor their progress via assessment tools, such as state writing rubrics and checklists. Odyssey Writer's features empower teachers to create and assign writing assignments that meet national and state standards.

Forms of Writing

Odyssey Writer aims to improve students' writing skills in all forms of writing. The following are descriptions of some forms of writing students will use in Odyssey Writer.

Form of writing	Description
Narrative	In narrative writing, the author tells a story or an account of events or experiences. Narrative writing can be either fiction or nonfiction. Some examples of narrative writing are novels, biographies, and some poetry.
Persuasive	In persuasive writing, usually the author is clearly arguing for or against a position. Persuasive writing tries to influence the reader to think or act a certain way. It attempts to sway the reader's opinion. Some examples of persuasive writing are found in political speeches, advertisements, and editorials.
Informative	Informative writing conveys an author's knowledge of objects, events, and ideas, without expressing his or her feelings or attitudes. By focusing on facts, it explains how to do something, what something is like, or what someone has done. Examples of informative writing are news articles, instruction manuals, textbooks, and "how to" guides.
Fiction	Fiction writing is speculative and make-believe. An author's imaginary experiences can be set in the past, present, or future. Often, the purpose of fiction writing is to entertain, but authors sometimes use fiction writing to symbolically teach a moral or state an opinion. Some examples of fiction writing are science fiction, fairy tales, fables, and tall tales.
Nonfiction	Nonfiction writing is narrative prose based on facts and reality. Nonfiction writing is an unbiased, factual account of events. Some examples of nonfiction writing are biographies, historical articles, and essays.

Stages of the Writing Process

Odyssey Writer guides students through each stage of the writing process: prewriting, drafting, revising, editing, and publishing. Here are brief descriptions of each of these stages, as well as a few suggestions for teachers.

Stage	Description	Read more
Prewriting	<p>The prewriting stage allows students the opportunity to brainstorm and start forming a plan for their writing assignment.</p> <ul style="list-style-type: none">• Teachers can write questions that help prepare students for their writing assignment.• Teachers can also give students partially completed note cards to fill in or can ask students to develop the note cards or graphic organizers themselves.• Outlines help students to collect information relevant to their writing topic and to organize their thoughts.• Students can also use graphic organizers to jot down ideas during the prewriting stage. The Graphic Organizer and Note Cards tools are synchronized with the outline. The outline can then be pasted to the Drafting tool for students to expand on their writing.	page 194
Drafting	<p>Drafting is the beginning of the final product, which is usually a project. Students concentrate on organization, supporting details, and coherence of their entire composition. They can express their thoughts freely, since the software tools make rewriting and revising easy to do. You can remind students to express all ideas in sentences and paragraphs when writing a draft.</p>	page 198
Revising	<p>When students have finished their drafts, they can evaluate their projects using a self-assessment and rubric. Students can then revise their projects accordingly.</p>	page 201
Editing	<p>Editing includes correction of punctuation, spelling, capitalization, sentence structure, word selection, and so on. Students can also cut and paste text to change the order of their words, sentences, or paragraphs.</p>	page 205
Publishing	<p>Publishing is the process of creating the final product for the intended audience. Students can use desktop publishing features, such as centered and boldface type, to make their projects look polished.</p>	page 206

Assigning Odyssey Writer Projects

When teachers first launch Odyssey Writer, they will see the Odyssey Writer screen with the **Instructions** tab displayed.

Odyssey Writer tabs let teachers customize each assignment.

Instructions.
Include prompts for students.

Writing Framework.
Include information to support prewriting and draft writing.

Note Cards.
Create up to ten note cards.

Web Links.
Create web URLs for students to access to support their writing.

Rubric.
Create a new rubric or use an existing rubric as a template.

Opens the Equation Editor.

Inserts an image.

Makes the project available for an assignment.

Closes the Odyssey Writer window.

The screenshot shows the Odyssey Writer application window. At the top is a menu bar with File, Edit, Insert, Format, Tool, Help, and Exit. Below the menu bar is a toolbar with icons for inserting equations, images, and text. The main window has several tabs: Instructions, Writing Framework, Note Cards, Web Links, Rubric, and Send to Assignment Builder. The Instructions tab is active, showing a text area for instructions. The Writing Framework tab is also visible, showing a text area for prewriting and draft writing. The Note Cards tab is visible, showing a list of note cards. The Web Links tab is visible, showing a list of web links. The Rubric tab is visible, showing a table of rubric criteria.

When you save an Odyssey Writer project, your target folder determines who will have access to the project.

My Projects.

Only you have access to Odyssey Writer projects saved in this folder.

School Projects.

Accessible to users in your school who have permission.

District Projects.

Accessible to users in your district who have permission.

Odyssey Projects.

You cannot save projects in this folder.

The Save Project dialog box shows a list of folders on the left: My Projects, School Projects, District Projects, and Odyssey Projects. The 'Save in:' dropdown is set to 'My Projects'. The 'Project Name' field contains 'Crystal Lake Hike' and 'Heroes'. The 'Date Created' is '3-23-2009' and the 'Author' is 'Pasch, Sandy'. The 'Spell Check' is set to 'On' and the 'Draft Mode' is set to 'No'. The 'Subject' is 'Language Arts' and the 'Grade' is 'Fifth'. The 'Project name:' field is empty. The 'Save' and 'Cancel' buttons are at the bottom right.

Creating an Odyssey Writer Project

- 1 From the navigation bar, select **Assignments>Assignment Builder**.
- 2 With the **Curriculum** tab selected, click **Create Custom Activity**.
- 3 In the **Create Custom Activity** dialog box, select **Odyssey Writer Activity** and click **Next**.
Odyssey Writer opens with the **Instructions** tab selected.

NOTE Instead of creating a project from scratch, you can edit a copy of a project. See [Using an Existing Project as a Template](#) below.

- 4 If desired, include instructions for students to read when they first start the Odyssey Writer project.
- 5 To include prewriting and draft writing support, click the **Writing Framework** tab and enter the desired information.
- 6 To create note cards, click the **Note Cards** tab and enter note card and pinpoint text.
- 7 To include web links that students may visit as they work on their projects, click the **Web Links** tab and enter titles and URLs.
- 8 To use a rubric, click the **Rubric** tab. You can use an existing rubric or create a new one. See [Using an Existing Rubric on page 188](#) or [Creating a New Rubric on page 188](#).
- 9 When you are finished creating the new Odyssey Writer project, click **File>Save**.
- 10 In the **Save Project** dialog box, click the desired folder in which to save the project, remembering that you must have permission to save to the **District** and **School Projects** folders and that you cannot save to the **Odyssey Projects** folder.

NOTE Saving a project in the **My Projects** folder restricts access so that only you can see and copy the project.

- 11 Turn spell check **On** or **Off**.
- 12 If desired, set **Draft Mode** to **Yes**.

NOTE You cannot assign a project that is in **Draft Mode**. When you are ready to assign the project, open the draft, make any changes, and then **Save As** (renaming the project). Ensure that **Draft Mode** is set to **No**.

- 13 Select the **Subject** and **Grade**.
- 14 Enter a name for the project; click **Save**; and then **Close**.
- 15 To make the project available for an assignment, click **Send to Assignment Builder**.
- 16 Click **Close** and then **Exit**.

Assignment Builder displays your new Odyssey Writer project. You can continue to add curriculum or complete the assignment. See [Task 2: Refine the Assignment on page 50](#).

Using an Existing Project as a Template

- 1 With Odyssey Writer open, select **File>Open**.
The **Open Project** dialog box displays a list of your projects, if any, from the **My Projects** folder.
- 2 If the project you want to use is in a different folder, open the desired folder—**District projects**, **School projects**, or **Odyssey projects**—remembering that you need permission to access the **District projects** and **School projects** folders.
- 3 Select the desired project and click **Open**.
Odyssey Writer displays the project for you to edit and save as a new project.

Using an Existing Rubric

- 1 With Odyssey Writer open, select the **Rubric** tab.
- 2 Click **Open Rubric**.
The **Open Rubric** dialog box displays any existing rubrics you have created in the **My Rubrics** folder.
- 3 To select a rubric from the **My Rubrics** folder, click the desired rubric.
OR
To select a rubric from the **District**, **School**, or **Odyssey Rubrics** folder, click the folder and then the desired rubric.

NOTE You must have permission to access the **District** and **School Rubrics** folders.

- 4 With the desired rubric selected in the **Open Rubric** dialog box, click **Open**.
The contents of the rubric you selected are populated in your new Odyssey Writer project.
- 5 If desired, make changes to the rubric.
- 6 When finished, click **Save Rubric**.
The **Save Rubric** dialog box is displayed.
- 7 Click the desired folder in which to save the rubric, remembering that you must have permission to save in the **District** and **School Rubrics** folders and that you cannot save to the **Odyssey Rubrics** folder.

NOTE Saving in the **My Rubrics** folder restricts access so that only you can see and copy the rubric.

- 8 Give the rubric a name; click **Save**; then **Close**.

Creating a New Rubric

- 1 With Odyssey Writer open, select the **Rubric** tab.
- 2 Click **New Rubric**.
- 3 Define each category and the performance you expect for each level of quality.

- 4 When finished, click **Save Rubric**.
The **Save Rubric** dialog box is displayed.
- 5 Click the desired folder in which to save the rubric, remembering that you must have permission to save in the **District** and **School Rubrics** folders and that you cannot save in the **Odyssey Rubrics** folder.

NOTE Saving in the **My Rubrics** folder restricts access so that only you can see and copy the rubric.

- 6 Give the rubric a name; click **Save**; then **Close**.

Web Links on the Instructions Screen

- 1 From within the Odyssey Writer project, click the **Instructions** tab.
- 2 Highlight the word or sentence that you want to appear as a link.
- 3 From the Odyssey Writer menu bar, select **Insert>Hyperlink**.
The **Insert Hyperlink** dialog box is displayed.
- 4 Type the web address and then click **OK**.
The highlighted text becomes a hyperlink. When students click on the link in their draft (displayed in the Drafting tool), a new browser window opens to the linked page.
- 5 To change the web link, select the link text and then **Insert>Hyperlink**.
- 6 With the **Insert Hyperlink** dialog box displayed, enter a new web address.

Images and Equations

You can add images or equations to the **Instructions** and **Writing Framework** screens. As you work with images and equations, note the following:

- To add text beside or below an image or equation, place the cursor beside the image or equation and press Enter (on the keyboard) until the cursor is in the desired location.
- To move an image or equation, click the image or equation to display sizing handles and a **Move** button. Single-click **Move** and then click in the area of the desired move location in the screen.
- To remove an image or equation, single-click the image or equation and press Delete (on the keyboard). After you delete an image or equation, you may need to adjust the spacing of remaining text.

Evaluating Odyssey Writer Projects

Teachers can access submitted Odyssey Writer projects in these ways:

- Selecting **Assignments>Submitted Projects** from Odyssey's main menu.
- Selecting **Assignments**. From the Assignments home page, the **Submitted Projects** button becomes animated if submitted but unopened projects are awaiting the teacher's attention.

When Odyssey Writer opens, the **Submitted Projects** dialog box displays a list of projects that students have turned in.

Submitted Projects			
Name	Date Submitted	Student Name	Date Graded
Heroes(1:57 PM)	03-23-2009	Franklin, Benjamin (benjaminfr)	--
Heroes(1:57 PM)	03-23-2009	Wilson, Edith (edithwilson)	--
Heroes(1:56 PM)	03-23-2009	Adams, John (johnadams)	--
Heroes(10:46 AM)	03-23-2009	King, Stanley (stanleyking)	--

Delete Open Close

TIP To display a list of all submitted projects—evaluated and unevaluated—first close the **Submitted Projects** dialog box. Then, select **File>Open**.

When a teacher opens a project to evaluate, the student's work is displayed (at right) with the teacher's rubric open (at left).

Student's tools:

- Note cards
- Graphic organizer
- Drafting
- Self-assessment

The teacher's Rubric tool is displayed when you first open a project.

Displays a rubric category.



Assigns a score.

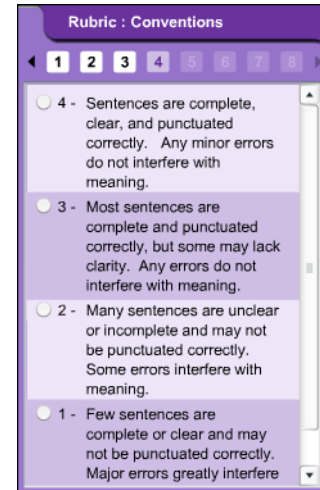
Opens one of four teacher evaluation tools.

Returns the evaluated project to the student.

Rubrics

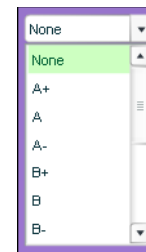
A **rubric** is a scoring tool that allows teachers to assess student projects by measuring them against scoring criteria. A rubric may include up to eight scoring sections with a maximum of six criteria per section. Numbers displayed across the top of the rubric panel represent categories of the rubric. An example of a rubric category is *Conventions*.

- To evaluate with a rubric, select the appropriate number for each category.
- To advance to a different category, click a number in the white square.
- To view the self-assessment rubric the student used, click the self-assessment  button.
- To return to the teacher's version of the rubric, click the teacher evaluation  button.



Assigning a Grade

- 1 To display the **Grade** tool, click **Grade**.
- 2 From the pulldown menu, choose a grade. Available grades are A+, A, A-, B+, B, B-, C+, C C-, D+, D, C-, and F.



Teacher Comments

Teachers can use the **Comments** tool to write general comments about the student's work.

- 1 To display the **Comments** tool, click **Comments**.
- 2 From the displayed **Teacher Comments** box, type comments for the student to read after you have evaluated and returned the project.

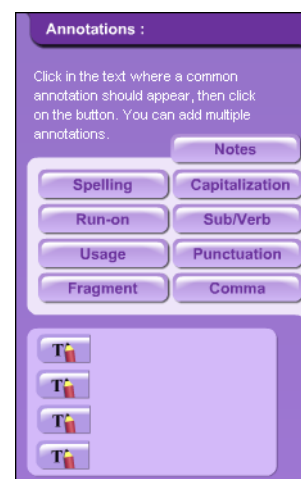
Annotations

Teachers can use the **Annotations** tool to include notes and annotations to specific parts of the project.

To display the **Annotations** tool, click **Annotations**.

Common errors include:

- **Spelling** errors
- **Capitalization** errors
- **Run-on** sentences
- **Subject/Verb** agreement
- **Usage** errors
- **Punctuation** errors
- Sentence **fragments**
- Improper use of **commas**



Inserting Common Error Annotations


- 1 With the student's Odyssey Writer project displayed and Annotations tool selected, position your cursor in the location for the annotation.
- 2 Click the desired annotation button.

Odyssey Writer displays the annotation in the project. This example displays a sample capitalization annotation: with my Dad ****cap****

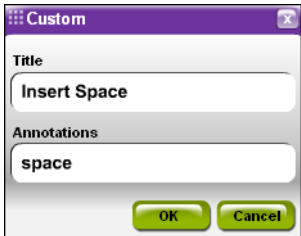
TIP To delete an annotation, click the annotation and then press the Delete key on the keyboard.

Inserting Custom Annotations

Custom annotations you create are available for you to use in all of the Odyssey Writer projects you review.

- 1 With the student's Odyssey Writer project displayed and the Annotations tool selected, select the custom annotation button .

Odyssey Writer displays the **Custom** dialog box.



- 2 In the **Title** box, enter a title for your custom annotation.
- 3 In the **Annotations** box, enter the annotation text to be displayed in the project.
- 4 When finished, click **OK**.


The newly created annotation is displayed as a button beside the custom annotation button.

- 5 To insert the custom annotation in the project, position your cursor in the location for the annotation and then click the custom annotation button.

The custom annotation is displayed in the text.

TIP To edit a custom annotation, click the custom annotation button for that annotation.

Entering Special Notes

- 1 With the student's Odyssey Writer project displayed, position your cursor in the location for the custom note, and then **Notes** button .


Odyssey Writer displays a new dialog box.

- 2 In the dialog box, enter your note text.
- 3 When finished, click the dialog box's **X** button.

The note appears in the student's project.

TIP To edit a note, double-click the note text; to delete a note, select it and press the Delete key on the keyboard.

Returning an Evaluation to the Student

After you have finished evaluating a student's Odyssey Writer project, you will return the evaluation to the student by clicking the **Send** button . The Submitted Projects dialog box is displayed, letting you select another project to evaluate.

Using Odyssey Writer

When students log into Odyssey, they will see a student launch pad that corresponds to their grade level (set in their student profile). Odyssey Writer buttons also correspond to the student's grade level.

Clicking the top button launches Odyssey Writer.

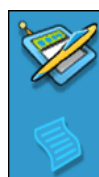
If an evaluated Odyssey Writer project is available to review, the bottom button is animated.



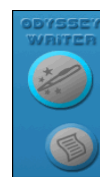
Levels PreK–2



Levels 3–5



Levels 6–8



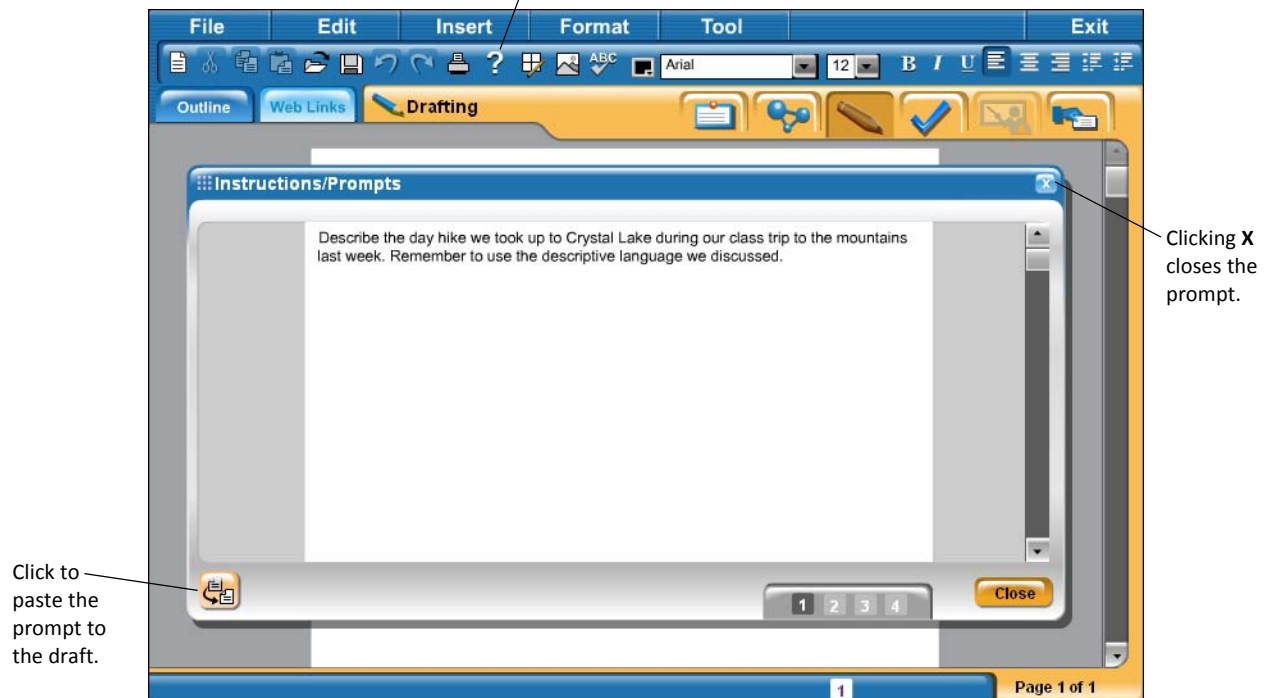
Levels 9–12

Students may launch Odyssey Writer when they complete an Odyssey Writer assignment; or students may start the tool by clicking the launch pad icon. When a teacher returns a graded Odyssey Writer assignment to a student, the icon below the Odyssey Writer is animated.

NOTE For grades PreK–2: Odyssey Writer is available on the student launch pad only after the teacher has evaluated and returned the student's first Odyssey Writer project.

The following example displays an Odyssey Writer assignment for a student in grade 5. The assignment includes a teacher prompt that the student sees when the assignment is first opened.

When the **Instructions/Prompts** window is closed, clicking the **?** toolbar button displays the window again.



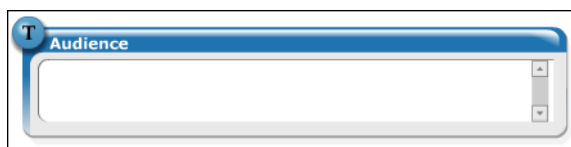
Prewriting

Prewriting is the first stage of the writing process. At this stage, students begin to formulate ideas for their writing project. As a prewriting exercise, they can consider the following questions:

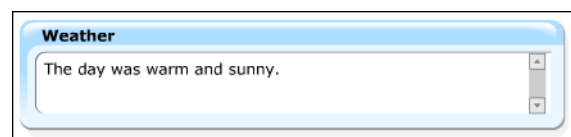
- What is the purpose of my writing?
- Who will read my writing?
- What am I going to write about?

Odyssey Writer offers these tools to assist students with prewriting activities:

Student note cards allow students to type notes for their project on electronic note cards. The note cards form an outline for students to use when writing their projects and can be pasted directly into the Outline view of the project.

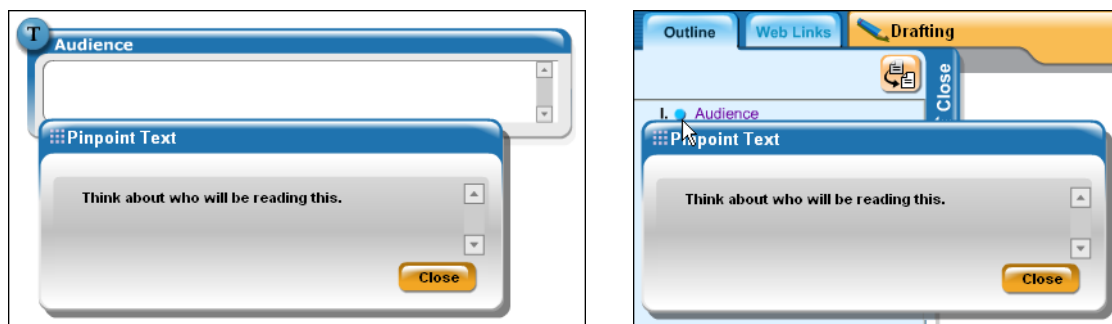


note cards, but they cannot edit or delete a teacher note card.

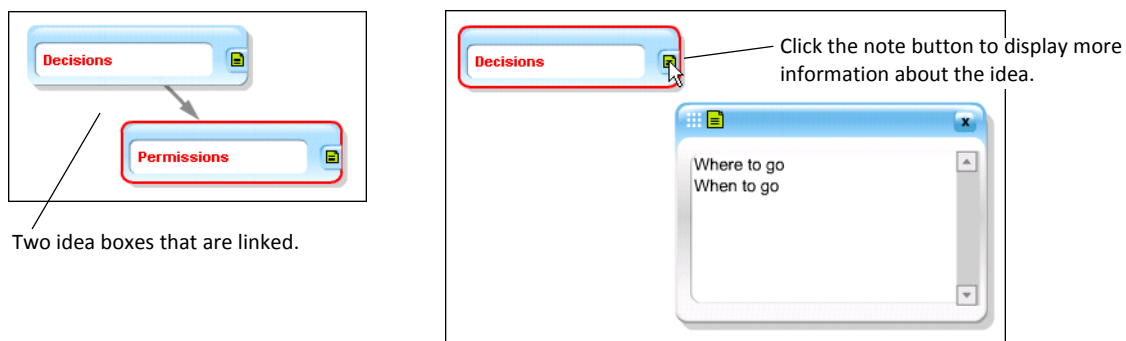


Teacher note cards serve as hints or even parts of an outline to help students through the prewriting phase. Teacher note cards appear on the screen when students access the Note Cards tool in Odyssey Writer. Students can add, edit, and delete their own

Pinpoint text is a block of text teachers write in their note cards. Students can display pinpoint text from the Note Cards tool by pressing the **T** button (image on left) on a teacher note card. To display pinpoint text from the Outline tool, click the blue dot next to the outline item (image on right).

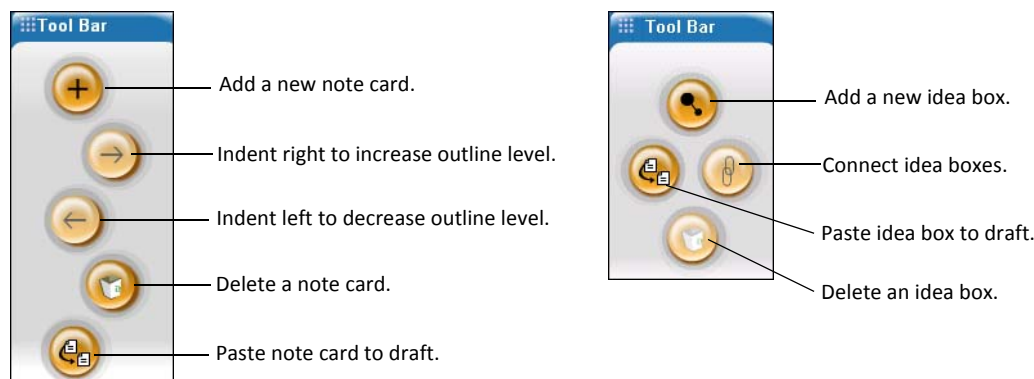


Students may also use a **graphic organizer** to link ideas together. Students create and position idea boxes to help them determine the flow of ideas for their writing project.




Teachers can create idea boxes that are displayed when students access Odyssey Writer and open the graphic organizer. Students may not delete idea boxes a teacher has created. Similar to note cards, an idea box may include pinpoint text, notes from the teacher that help students through the writing phase. A pinpoint is marked by a small blue dot that is located in the top left corner of an idea box. When students click on the note, a block of read-only text appears.

To add, edit, and delete note cards and idea boxes, students will use special toolbars.



The contents of the graphic organizer are synchronized with note cards; both the idea boxes and note cards are displayed in the outline. Students can paste the outline into the draft to further expand on their writing.

Adding a Note Card


- 1 To access the Note Cards tool, click the note card  button.
A toolbar for managing note cards is displayed.
- 2 Click the **Add** button.
The **Title** dialog box is displayed.
- 3 Enter a title for the new note card. When the student saves the note card to a draft, the title appears as a line of text in the outline.
- 4 When finished, click **OK**.
The new card is displayed as part of the outline in the main panel.
- 5 Type the information that you want to appear on the note card. When saved to a draft, the note card body text is indented under the title text of the outline.

Moving a Note Card


Students can adjust the placement of note cards, thereby adjusting the structure of the outline.

- To change the indentation, select the note card and then click the indent left or right button from the toolbar.
- To change the vertical placement, select the note card and drag it to the desired location.


Deleting a Note Card

To delete a note card, select the note card and click the **Delete**  button from the Note Cards toolbar.

Adding an Idea Box

- 1 To access idea boxes, click the Graphic Organizer  button.
A toolbar for managing idea boxes is displayed. If a teacher has created idea boxes, students will see these.
- 2 Click the **Add** button.
The **Title** dialog box is displayed.
- 3 Enter a title for the new idea box. The length of the title determines the size of the idea box. When the student saves the idea box to a draft, the title appears as a line of text in the outline.
- 4 To add a note to the idea box, click the note button on the right side of the idea box.
A new box with a text field is displayed.
- 5 Type a note or change an existing note; to close the note box, click the window's **X** button.

Linking Idea Boxes

- 1 Select an idea box by clicking it.
- 2 Click the **Connect**  button.

- 3 Click a second idea box.

NOTE If an existing idea box is selected when a student adds a new idea box, the two idea boxes will be linked together with a link line.

- 4 To delete the link between two idea boxes, select the link line (by clicking it) and click the **Delete** button from the Graphic Organizer toolbar.

Moving an Idea Box


To adjust the location of an idea box, drag and drop the idea box: left-click the idea box, and while holding the mouse button down, drag the idea box to the new desired location.

Deleting an Idea Box

To delete an idea box, select the idea box and click the **Delete**  button from the Graphic Organizer toolbar.

Pasting Note Card or Idea Box Text to the Draft

Students can paste text from note cards or idea boxes to a page in the draft.

- 1 From the note card or idea box toolbar, click the **Paste to Draft**  button.

You are asked to confirm your selection.


- 2 Click **Yes**.

The note card or idea box text is pasted to the draft in outline form.

NOTE You are unable to adjust the location of note card or idea box text after it is pasted to the draft.

Using the Outline

The outline is linked to both the note cards and idea boxes. When students paste note card and idea box text to draft, Odyssey Writer converts the information into outline form.

To access the outline, open the draft by clicking the Drafting  button. Then, click the **Outline** tab.

The outline hierarchy used to display note card text in the draft follows how note cards are indented. That is, the first note card you indent is A in the outline; the second indent is at the 1 level; and so on.


The outline hierarchy used to display idea box text follows the position of each idea box. The first idea box is at the top level of the outline, and subsequent idea boxes are at the next levels of the outline.

NOTE The outline cannot be edited when it appears in the side panel; it can only be edited when it has been pasted to the draft.

Drafting

Drafting is the stage during which students put their ideas and thoughts into sentences and paragraphs for the first time, beginning the first rough composition of the project.

When students select **File>New Project**, a new blank file opens. The free-form template is the default in the Drafting tool. Students can choose a different template from the template bank (**Insert>Insert New Page**).

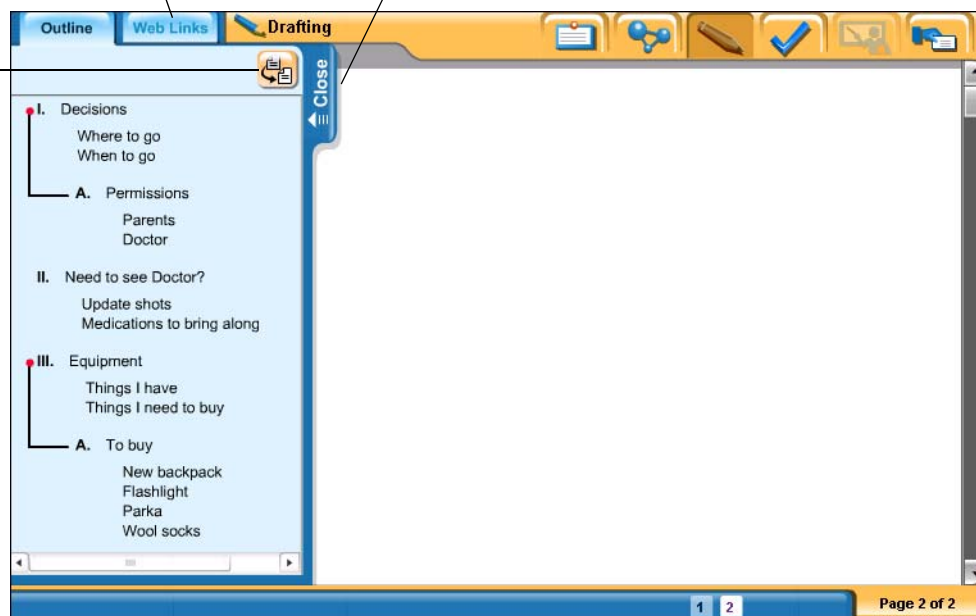
NOTE If the project includes a prompt from the teacher, the **Instructions/Prompts** window is displayed when the student first opens the project. To begin working on the draft, students must close the prompt by clicking the window's **X** button. Students can open the prompt at any time by clicking . If the project does not include a prompt, this button is disabled.

Students can view an outline of the information they have organized with note cards or idea boxes by clicking the **Outline** tab from the draft.

Web links are not available for this project (indicated by the dimmed tab).

Closes the outline.

Click to paste the outline to the draft.



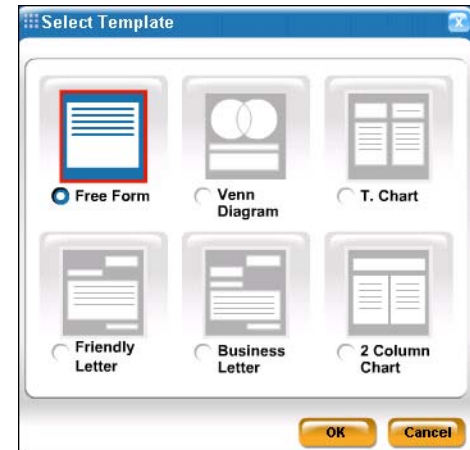
Display a different page of the draft.

Students add the following to their drafts:

- Page
- Hyperlink
- Image
- Equation

Inserting a New Page

- 1 With the draft displayed, select **Insert>Insert New Page**.
The **Select Template** dialog box displays six templates, with the default **Free Form** template selected.
- 2 Accept the default or another template and then **OK**.
A new page is inserted into the project.



Inserting a Hyperlink

Using the Hyperlink option, students can add web links to their Odyssey Writer projects.

- 1 Highlight the word or sentence you want to appear as a link.
- 2 Select **Insert>Insert Hyperlink**.
The **Insert Hyperlink** dialog box is displayed.
- 3 Enter the web address and then **OK**.
The highlighted text becomes a hyperlink, underlined and marked in blue. When you click the hyperlink in the draft, a new browser window displays the linked site.
- 4 To change the hyperlink, carefully select the same text and then **Insert>Insert Hyperlink**.
The **Insert Hyperlink** dialog box displays the web address.
- 5 Edit the link and then click **OK**.



Inserting an Image

Students can insert JPG, GIF, TIF, and BMP images that are 100 KB or smaller into their documents. Uploaded files are stored on the server for each user. When the Odyssey Writer storage limit has been met, a message informs you that no space is available. To free up space for more images, delete unused images from your list.

- 1 Position your cursor at the point above which you want the image to appear.
- 2 Select **Insert>Insert Image**.
The **Insert Image** dialog box is displayed.
- 3 Click **Upload**.
The **Upload Image Tool** dialog box is displayed.
- 4 **Browse** to the desired image file, and from the Windows **File Upload** dialog box, click **Open**.
The path and file name are displayed in the **Upload Image Tool** dialog box.
- 5 Click **Upload**.
The Insert Image dialog box displays the file name and a thumbnail of the image. If the file name and thumbnail are not displayed, click **Refresh**.
- 6 To place the image on your page, click the file name and then **Insert**.



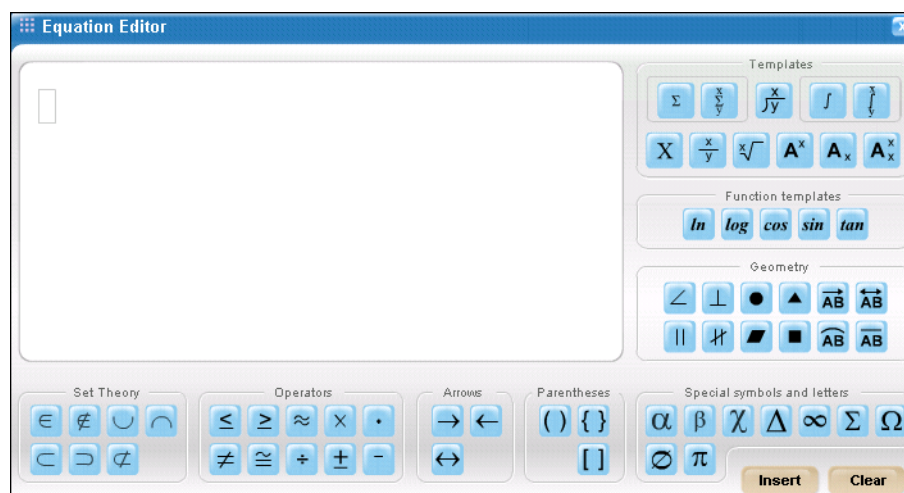
Image Tips

- To add text beside or below an image, position the cursor beside the image and press the Enter keyboard key repeatedly until the cursor is in the desired location.
- To move an image, select the image, click the **Move** button, and click the desired target location.
- If an image overlaps another image, cut one of the images and paste it to a new location on the page. Select the image; click the **Cut**  toolbar button; click the desired target location; and click the **Paste**  toolbar button.
- To delete an image, select the image and press the Delete keyboard key. After you delete an image, you may need to adjust spacing inside or between paragraphs.

Inserting an Equation

- 1 Position your cursor at the point at which you want the equation to appear.
- 2 Select **Insert>Insert Equation**.

The **Equation Editor** dialog box is displayed.





- 3 Using the Equation Editor buttons and keyboard keys, create the desired equation. To clear the equation and start over, click **Clear**.

The **Upload Image Tool** dialog box is displayed.

- 4 When finished, click **Insert**.


Equation Tips

- To edit an equation that has been inserted into an Odyssey Writer project, double-click the equation. In Equation Editor, edit the equation, and when finished, click **Insert**.
- To add text beside or below an equation, position your cursor beside the equation and press the Enter keyboard key repeatedly until the cursor is in the desired location.
- To move an equation, select the equation, click the **Move** button, and click the desired target location.
- If an equation overlaps another equation, cut one of the equations and paste it to a new location on the page. Select the equation; click the **Cut**  toolbar button; click the desired target location; and click the **Paste**  toolbar button.

- To delete an equation, select the equation and press the Delete keyboard key. After you delete an equation, you may need to adjust spacing inside or between paragraphs.

Saving a Project

Students can save Odyssey Writer projects in these ways:

- Click the **Save**  toolbar button.
- Select **File>Save**.

If a student has not yet saved the project, the Save dialog box is displayed, prompting the student to enter a project name. If a student chooses a project name that duplicates another project, the project name is not accepted. Two projects with the same name can be differentiated only by the date and time. If an Odyssey Writer project is teacher-assigned, the student is not prompted for a project name.

Printing a Project

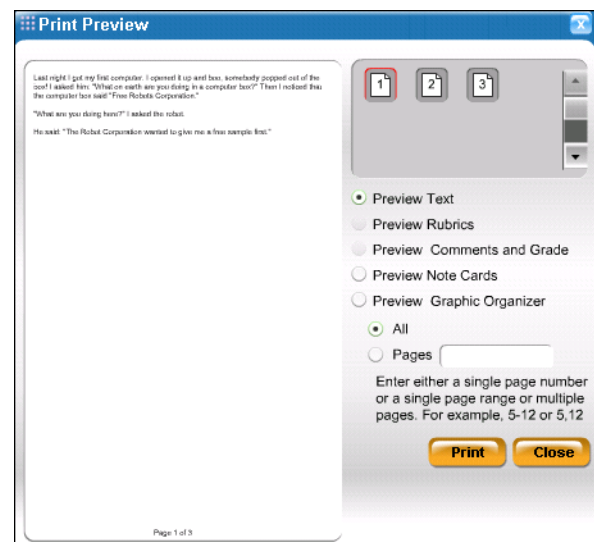
Students can print Odyssey Writer projects in these ways:

- Click the **Print**  toolbar button.
- Select **File>Print**.

The Print Preview screen displays the current page of the Odyssey Writer project and lets students preview and print all or a portion of the project.

To display a different page of the project, click the page number.


To print the project, from the Print Preview dialog box, click **Print**.



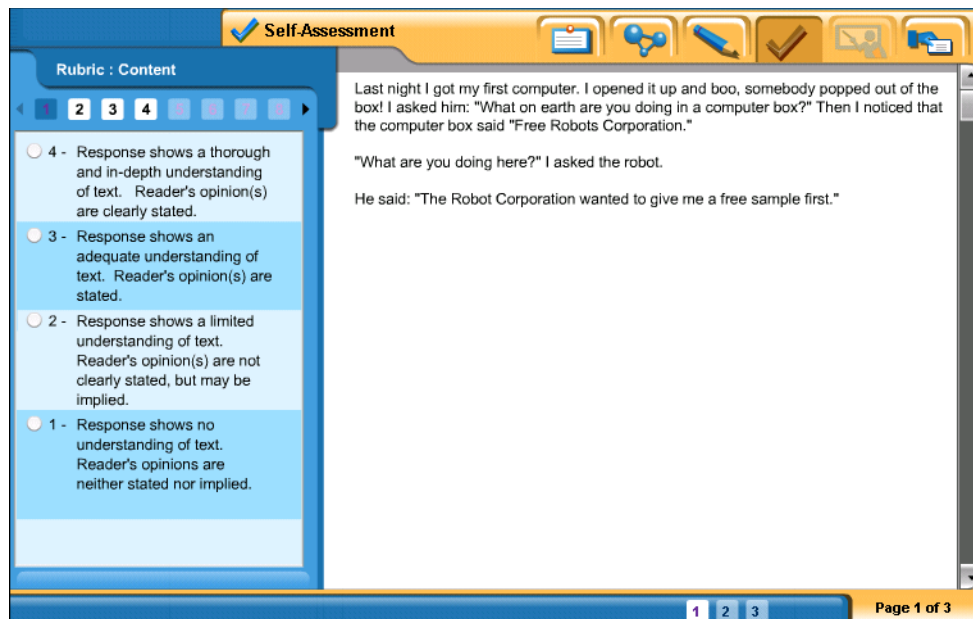
Revising

Once students have composed a rough draft, they enter the revision stage. The revising and editing stages may be revisited several times, as students integrate changes to their projects based on teacher feedback. Odyssey Writer contains some helpful features for revising, such as the Self-Assessment tool.

Assessing Your Work

Before handing in a project, students can check their work against the rubric to ensure that the project meets all criteria. To use a rubric to assess your work, click the Self-Assessment  toolbar button.

The rubric appears in the left panel of the screen and the working area remains in the right panel. While in Self-Assessment mode, the student can review the rubric categories and modify the text. All features work the same as in the Drafting tool.



A rubric is a scoring tool that allows students to assess their projects by measuring them against scoring criteria, as determined by the teacher. A rubric includes a maximum of eight possible scoring sections, with a maximum of six criteria in each section.

The numbers displayed across the top of the rubric panel represent a scoring section of the rubric, such as Content. The criteria are listed below the section name, each with an option button students can select.


Teachers can customize the rubric for a project or can choose to use no rubric. When students run Odyssey Writer via the student launch pad, if no customized rubric exists for a project, then a generic rubric is used.

To complete the self-assessment, the student clicks a number along the top to access a scoring section, such as Content, and then clicks the option button next to the appropriate criterion. The process continues until all scoring sections have been completed. When a student saves a project, the self-assessment rubric is saved with the project.

Students may print rubrics. The Print Preview dialog box allows students to choose the page of the rubric they want to print.

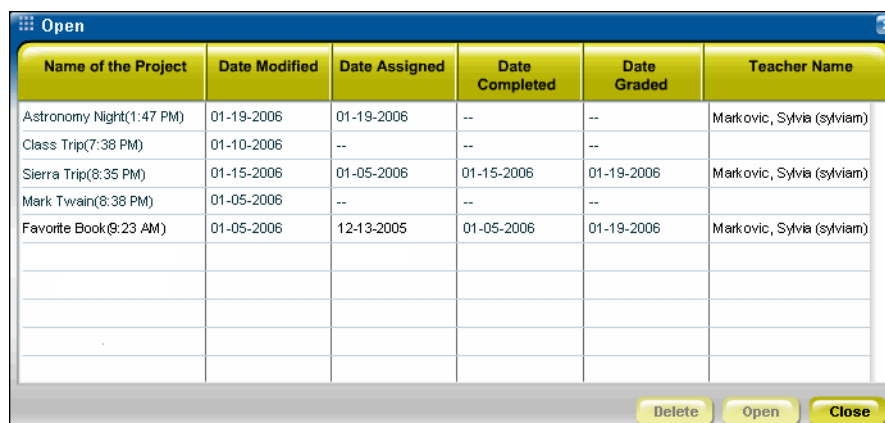
Opening a Project

Students can open all of their Odyssey Writer projects in these ways:

- From within Odyssey Writer, select **File>Open**.
- From within Odyssey Writer, click the **Open**  toolbar button.
- From the student launch pad, click the upper Odyssey Writer button in the left toolbar. With Odyssey Writer launched, you can use **File>Open** or the **Open** toolbar button.

NOTE For grades PreK–2: Odyssey Writer is available on the student launch pad only after the teacher has evaluated and returned the student's first Odyssey Writer project.

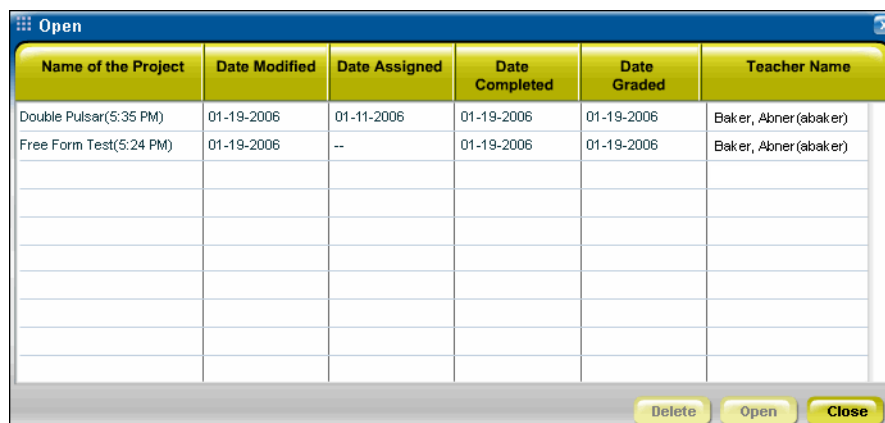
The following Open dialog box displays all of a student's Odyssey Writer projects, those that are handed in or not yet handed in; and those that are graded and ungraded.



Name of the Project	Date Modified	Date Assigned	Date Completed	Date Graded	Teacher Name
Astronomy Night(1:47 PM)	01-19-2006	01-19-2006	--	--	Markovic, Sylvia (sylviam)
Class Trip(7:38 PM)	01-10-2006	--	--	--	
Sierra Trip(8:35 PM)	01-15-2006	01-05-2006	01-15-2006	01-19-2006	Markovic, Sylvia (sylviam)
Mark Twain(8:38 PM)	01-05-2006	--	--	--	
Favorite Book(9:23 AM)	01-05-2006	12-13-2005	01-05-2006	01-19-2006	Markovic, Sylvia (sylviam)

Buttons: Delete, Open, Close

To display Odyssey Writer projects that a teacher has graded and students have not yet viewed, students will click the lower Odyssey Writer button on their launch pad.



Name of the Project	Date Modified	Date Assigned	Date Completed	Date Graded	Teacher Name
Double Pulsar(5:35 PM)	01-19-2006	01-11-2006	01-19-2006	01-19-2006	Baker, Abner (abaker)
Free Form Test(5:24 PM)	01-19-2006	--	01-19-2006	01-19-2006	Baker, Abner (abaker)

Buttons: Delete, Open, Close

The **Open** dialog box includes the following information.

Field name	Description
Name of the Project	Project name.
Date Modified	Most recent date the student worked on the project.
Date Assigned	Date the project was assigned. If this is a free-form project initiated by the student, this field is blank.
Date Completed	Date the student handed the project into the teacher.
Date Graded	Date the teacher reviewed and graded the project and returned it to the student.
Teacher Name	Name of the teacher who assigned the project.

Viewing an Evaluated Project

To view a project that has been evaluated and returned by the teacher—denoted by a date in the Date Graded column of the **Open** dialog box—students select the project name from the **Open** dialog box and then click

Open. Graded projects are opened in Teacher Assessment mode, with the student's editable project on top and the teacher's evaluated, read-only version on the bottom.

The screenshot displays the 'Teacher Assessment' window. The top section shows the student's draft text: 'Bronwyn, this is a good start. You need to work on your spelling. Remember, also, that we don't start a sentence with "and." Keep up the good work!' Below this is the student's original text: 'Last week Mr. Allison brought his telescope to class. On Friday night we looked at the sky through the telescope. It was awesome! What surprised me most was all the colors. I never knew that stars were different colors, there were red, blue, and silver colors. Mr. Allison also showed us some of the planets in our solar system. We saw Jupiter, which was beutiful with all its colored bands. And we saw the rings of Saturn. It was a great night! I think it would be exciting to be an astronomer.' The bottom section shows the teacher's evaluated version, which includes custom annotations like 'Custom annotation.' and 'Annotation.' and a note from the teacher: 'Note from the teacher.' The teacher's version also includes error indicators like 'sp', 'punc', and 'cap'. At the bottom, a rubric is visible, showing a grade assigned of 'B'.

Student's version of the project can be edited.

Custom annotation.

Annotation.

Teacher's evaluated version of the project is read-only.

Note from the teacher.

Rubric : Content

Grade assigned is B

1 - Response shows a thorough and in-depth understanding of text. Reader's opinion(s) are clearly stated.

2 - Response shows an adequate understanding of text. Reader's opinion(s) are stated.

3 - Response shows a limited understanding of text. Reader's opinion(s) are not clearly stated, but may be implied.

4 - Response shows no understanding of text. Reader's opinions are neither stated nor implied.

Error indicators—green text surrounded by double asterisks—enable students to identify the types of errors they have made; for example, spelling, run-on, comma, and so on. Teacher's notes are blue, underscored text surrounded by double asterisks. All material in the teacher's panel is read-only and cannot be changed by the student.

Using the buttons along the bottom of the left panel, students can view the letter grade, teacher's comments, and how the teacher assessed their work against the rubric.

Students can print the following parts of the teacher assessment:

- evaluated text
- rubrics
- comments and grade
- note cards

- idea boxes in the graphic organizer

Deleting a Project

Students can delete any of their projects as follows:

- 1 With the **Open** dialog box displayed, click the project name.
- 2 Click the **Delete** button
- 3 At the confirmation, click **OK**.

After a student deletes a project, the project cannot be retrieved.

Editing

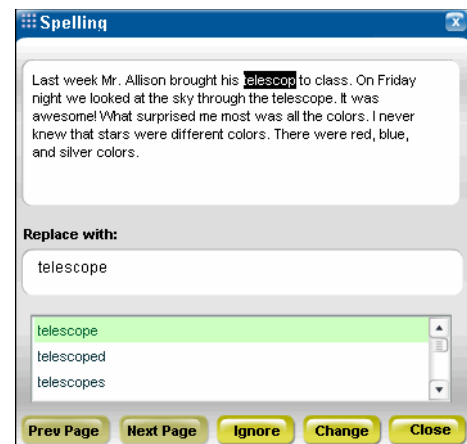
When students begin revising their projects, they have reached the editing stage of writing. They can edit their projects by using the spell checker and by cutting and pasting sentences and paragraphs to rearrange the flow of text. Students will also use some editing features later, when they revise their projects, based on teacher feedback.

Performing Spellcheck

To check the spelling of an Odyssey Writer project, select **Tool>Spelling**.

Similar to spell checkers in other word processing programs, the Odyssey Writer spelling tool searches the document for misspellings and prompts the student to either correct the spelling or leave as is. To correct spelling, students accept the default spelling or select one from the scroll list and then click **Change**. To leave the spelling as is, students click **Ignore**. To replace a word with a spelling of their own choice, students may type their word in the **Replace With** section and click **Change**.

To navigate the document, use the **Prev Page** and **Next Page** buttons.



NOTE If you use the scroll bar in the lower box of the Spelling window, the misspelled word in your text loses its highlighting. Click anywhere in the text to restore the highlighting.

When spell check is complete, you will see an informational message box. Click **Close**.

Editing a Project

Odyssey Writer offers the following editing functions, available through the Edit menu or the editing toolbar buttons.

NOTE Avoid using right-clicks or keyboard function keys to edit an Odyssey Writer project.

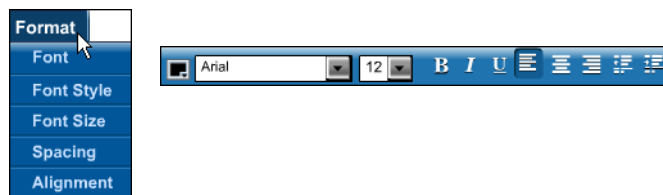
Edit function	Description
Undo	Undoes the most recent action. You can toggle between Undo and Redo.
Redo	Available only after Undo is selected. Select Redo to revert back to the project's state before selecting Undo. You can toggle between Undo and Redo.
Cut	Removes the selected block of text or graphic and copies it to the Clipboard (memory). Students cannot cut teacher-defined note cards and text boxes.
Copy	Copies the selected block of text or graphic to the Clipboard without deleting the text or graphic.
Paste	Pastes the items from the Clipboard to the Odyssey Writer project.
Delete Page	Available from the Edit menu only. To use Delete Page, click on the page to select it, and then select the Delete Page option. Note that the page will be deleted with no warning message.

Publishing

The publishing phase includes all steps a student takes to create a final product. Students may use desktop publishing features in Odyssey Writer, such as adjusting the fonts, spacing, and alignment.

Formatting a Project

Students can adjust the formatting of their projects using options in the Format menu or formatting buttons in the toolbar.

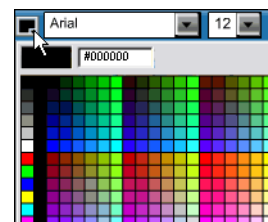


Formatting option	Description
Font	Applies a font family to new and existing text. To change existing text, select the text and then select Format>Font or use the font dropdown menu in the toolbar. Choose from Arial, Comic Sans, Helvetica, Times New Roman, or Verdana.
Font Style	Applies a font style to new and existing text. To change existing text, select the text and then select Format>Font Style>Bold , Italic , or Underline or the bold, italic, and underline buttons in the toolbar.
Font Size	Applies a font size to new and existing text. To change existing text, select the text and then select Format>Font Size>Size or the size dropdown menu in the toolbar. Font sizes range from 10 points to 24 points.

Formatting option	Description
Spacing	Applies single- or double-spacing to new and existing text. To change the spacing of existing text, select the text and then select Format>Spacing>Single or Double .
Alignment	Aligns new and existing text left, right, or center. To change the alignment of existing text, select the text and then select Format>Alignment>Right , Left , or Center or select the alignment button from the toolbar. The toolbar also offers left-margin increase and decrease buttons.


Students can change font color by using the color palette located on the toolbar.

To display the color palette, click on the color palette button on the toolbar. A color is selected by clicking a color square in the palette. The color selection is applied to new text entered following the selection and to any text highlighted before or subsequent to the color selection.



Handing in a Project

When students are ready to hand in a project, they will use the toolbar Hand-In button.

- 1 Click the Hand-In  button.
- 2 At the confirmation message, click **Yes**.
- 3 If your classes are taught by different teachers, a dialog box lists your and their classes. Select the desired teacher and click **Send**.
- 4 At the successful submission message, click **Close**.
- 5 To send your project to another teacher, repeat steps 1 through 4.

Odyssey Writer FAQs

How does a student hand in an Odyssey Writer project from a different activity?

When a student opens Odyssey Writer from another activity and completes a free-form project, the student must save and hand in the project **before** closing the other activity and logging out. If the other activity is closed first, the student will not be able to save or hand in the Odyssey Writer project.

Can student names be printed on Odyssey Writer projects?

Because student names do not appear on project printouts by default, you may instruct students to type their names in the text box in the Drafting tool.

May I right-click within Odyssey Writer?

Odyssey Writer does not support the “right-click” mouse function. To cut, paste, or use other “right-click” functions, use the buttons on the toolbar or the menu options.

How does a student start typing with the Drafting tool?

Before students can begin typing in the Drafting tool, they must first click in the top left corner of the text box to display the cursor.

How does a student move text to the previous page?

To move text from the top of a page back to the previous page, students must use the toolbar button to cut the desired text, place the cursor location after the final paragraph on the previous page, and then use the toolbar button to paste the cut text. Text cannot be moved back to the previous page with the Backspace key on the keyboard.

8 Setup and Configuration

District Licensing

► For District Administrators

A variety of licensing options are available for CompassLearning Odyssey. Your CompassLearning representative sets up licensing at installation time.

- **Unlimited licensing** allows districts to permit unlimited student logins to Odyssey. No school is limited to a set number of licenses. **For Enterprise Sites:** implementing unlimited licensing successfully depends on the site's server capacity.
- **Single-user subscription** licenses are based on a one-person, one-user name access to Odyssey. The number of purchased subscriptions is the maximum number of users allowed on the account. For example, if an account has 40 subscription licenses, a maximum number of 40 users may be registered in that account and a maximum number of 40 users may be online at one time. To add a new student, the account must delete a student license or purchase an additional subscription license.

NOTE Teacher and administrator users are not counted when calculating an account's number of subscription or concurrent licenses.

- **Concurrent-user subscription** licenses let students access Odyssey on a first-come, first-served basis from a pool of licenses. For example, similar to subscription licensing, if an account has 40 concurrent licenses, a maximum number of 40 users may be online at one time. The distinction between subscription and concurrent licensing is that concurrent licenses allow a larger number of users to be in the database. Also, concurrent licensing allows the account to add new users to the database without purchasing additional subscription licenses.

BEST PRACTICE Ensure that districts and schools evaluate planned Odyssey use and work with their CompassLearning representative to adapt the best model for their environment.

User Accounts

At installation time, your CompassLearning representative will set up district and school administrator accounts and district reports administrator accounts. A district may have multiple district and district reports administrators; each school may have only one school administrator.

District administrators and school administrators (with permissions) can create and edit teacher accounts at any time. The following table summarizes the account tasks of each user role will typically perform:

User	Tasks
District administrator	<ul style="list-style-type: none">• Edit own account.• Edit school administrator's account.• Create and edit teacher accounts.• Create and edit class and student accounts.
District reports administrator	Generates district-wide reports only. This user does not perform tasks related to user accounts.
School administrator	<ul style="list-style-type: none">• Edit own account.• Create and edit teacher accounts.• With permission, create and edit class and student accounts.
Teacher	<ul style="list-style-type: none">• Edit own account.• With permission, create and edit class and students accounts.

NOTE For more information about permissions in Odyssey, see [Permissions on page 253](#). For details about creating class and student accounts, see [Classes and Students on page 27](#).

Depending on your user role, you will make account changes with the appropriate **Profile** dialog box. District administrators use the **District Administrator Profile** dialog box to make changes to their own or another district administrator's profile.

District Administrator Profile

First Name: June

Middle Initial:

Last Name: Sommer

User Name: * jsommer

Password: *

Confirm Password: *

Email Address: admin@school.org

Restrict to Reports Only: ☐

Fields marked with an asterisk (*) are required.

Cancel

Save

A checkmark denotes a district reports administrator, a user who generates district-wide reports. This user has access only to the Reports module.

NOTE To create new administrator accounts, contact CompassLearning Support.

Changes to a school administrator's account are made with the **Administrator Profile** dialog box. District administrators can change contact information and permissions; school administrators can change contact

information only. District administrators and school administrators use the **New Teacher** dialog box to create new teacher accounts. When the account is created, teachers can edit their own accounts.

New Teacher

Administrator Profile

First Name: *

Middle Initial:

Last Name: *

User Name: *

Password: *

Confirm Password: *

Email Address: *

:

Student Profile Permissions	Class Permissions
<input checked="" type="checkbox"/> Add Personal Information	<input checked="" type="checkbox"/> Add/Edit Class Information
<input checked="" type="checkbox"/> Edit Personal Information	<input checked="" type="checkbox"/> Add/Edit Class Rosters
<input checked="" type="checkbox"/> View Attributes	
<input checked="" type="checkbox"/> Edit Attributes	
<input checked="" type="checkbox"/> Edit Subject Level Access	
<input checked="" type="checkbox"/> Delete Students	

Fields marked with an asterisk (*) are required.

First Name: *

Middle Initial:

Last Name: *

Grade: *

User Name: *

Password: *

Confirm Password: *

Email Address:

Assignment Permissions	Student Profile Permissions
<input checked="" type="checkbox"/> My School	<input checked="" type="checkbox"/> Add Personal Information
<input type="checkbox"/> My District	<input checked="" type="checkbox"/> Edit Personal Information
Assessment Permissions	<input checked="" type="checkbox"/> View Attributes
<input type="checkbox"/> Print Tests	<input checked="" type="checkbox"/> Edit Attributes
<input type="checkbox"/> Scan Results	<input checked="" type="checkbox"/> Edit Subject Level Access
<input type="checkbox"/> Custom Assessment Features	<input type="checkbox"/> Delete Students
<input type="checkbox"/> School	Class Permissions
<input type="checkbox"/> District	<input checked="" type="checkbox"/> Add/Edit Class Information
Odyssey Writer Project Permissions	<input checked="" type="checkbox"/> Add/Edit Class Rosters

asterisk (*) are required.

BEST PRACTICE Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).

User Profiles

You will use the **Administrator Profile** and **New Teacher** (or **Teacher Profile**) dialog boxes to define user profiles.

User	Field	Description
District Administrator School Administrator Teacher	First Name	Required field. First names can be up to 30 characters in length. Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).
	Middle Initial	Optional one-character field.
	Last Name	Required field. Last names can be up to 30 characters in length. Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).
	User Name	Required field. User names can be up to 30 characters in length and must be unique. Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period). Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephdsmith).
	Password	Required field. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! _ ~ etc.; periods. <ul style="list-style-type: none"> Teacher passwords must contain a minimum of two letters and two numbers and can be up to 30 characters in length. Passwords are not required to be unique. School and district administrator passwords must contain a minimum of six letters and two numbers and can be up to 30 characters in length.
	Email Address	Optional field. The email address must be valid.
Teacher	Grade	Required field. From the dropdown list, select one value from PreK through High School. NOTE: A teacher's access to curriculum is determined by the site's licenses, not the Grade.

User Access

You will use the **Administrator Profile** and **New Teacher** (or **Teacher Profile**) dialog boxes to specify which areas of Odyssey users will be able to access.

User	Field	Description
School administrator Teacher	Add Personal Information	Grants permission to view and add to Personal Information fields in a student's profile. By default, this feature is turned on. When unchecked, the user cannot add a new student—the New Student button in the Student Index and the Add New Student button in My School or My Classes are not available.
	Edit Personal Information	Grants permission to change Personal Information fields in a student's profile. By default, this feature is turned on.
	View Attributes	Grants permission to view and attach attributes to a student's profile. By default, this feature is turned on. When checked, the attributes group is enabled in the Student Index and the Students screen when generating a Progress Summary Report. When unchecked, the Edit Attributes check box (below) is automatically cleared. In addition, the attributes selection is skipped when creating a new student, and hidden in the Student Index . Also, the attributes selection is disabled on the Students screen when generating a Progress Summary Report.
	Edit Attributes	Grants permission to edit student profiles. By default, this feature is turned on. When checked, the attributes group is enabled in the Student Index and Students screen when generating a Progress Summary Report. When unchecked, the attributes selection is skipped while creating a new student and the Attach Attributes button is unavailable in the Student Index .
	Edit Subject Level Access	Grants permission to specify a student's subject-level access in Odyssey. By default, this feature is turned on. When unchecked, all selections on the Subject Level Access and Class Information screen are disabled when creating a new student.
	Delete Students	Grants permission to delete student accounts. By default, this feature is turned off.
	Add/Edit Class Information	Grants permission to add a new class and edit class information. By default, this feature is turned on. When unchecked, the Edit button for the class account is disabled and the Delete and New Class buttons are unavailable.
	Add/Edit Class Rosters	Grants permission to add and edit class rosters. By default, this feature is turned on. When unchecked, the Add to Class button does not appear in the Student Index and the Remove and Add Student buttons are unavailable.

User	Field	Description
Teacher	Save assignments	<ul style="list-style-type: none"> • My School allows a teacher to save assignments to the My School location for sharing with other teachers in the school. By default, My School is checked for all teachers. • My District allows a teacher to save assignments to the district (if in a district) for sharing with other teachers in the district. By default, My District is unchecked. Only district administrators can enable My District.
	Manage assessments (available for licensed schools)	<ul style="list-style-type: none"> • Print Tests allows a teacher to view and print PDFs of objective-based tests for offline administration. • Scan Results allows a teacher to import the results of objective-based tests administered offline. <p>For more information, see Offline Tests on page 268.</p> <ul style="list-style-type: none"> • Custom Assessment Features gives a teacher access to Item Bank, Item Builder, and Objective Builder. With School checked, a teacher can save custom objectives and custom test items to the school standard set or item bank. With District checked, a teacher can save custom objectives and custom test items to the district standard set or item bank.
	Save Odyssey Writer Projects (available for licensed schools)	<ul style="list-style-type: none"> • School allows a teacher to save Odyssey Writer projects to the school location for sharing with other teachers in the school. The default setting is unchecked. • District allows a teacher to save Odyssey Writer projects to the district location for sharing with other teachers in the district. The default setting is unchecked.

Updating a District Administrator Account

► For District Administrators

- 1 Log into Odyssey as district administrator.
- 2 From the **Welcome** screen, select **Setup>My Schools**.

The grid on the right displays information about the district, including names for the **District Account** and **Administrator** near the top of the screen.



Clicking the bottom **Edit** button displays the **District Administrator Profile** dialog box.

- 3 Next to the administrator's name, click **Edit**.
- 4 With the **District Administrator Profile** dialog box displayed, make your changes.
- 5 When finished, click **Save**.

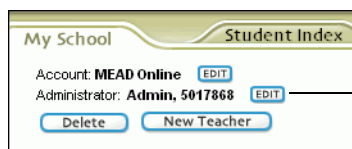
Updating a School Administrator Account

► For School and District Administrators

- 1 Log into Odyssey as district or school administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.

- 3 From the displayed tree, locate the desired school and click the school name.

The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.



Clicking the bottom **Edit** button displays the **Administrator Profile** dialog box to make changes to the school administrator's account.

- 4 Next to the administrator's name, click **Edit**.
- 5 With the **Administrator Profile** dialog box displayed, make your changes. School administrators can make changes to their login information; district administrators can make changes to login information and permissions.
- 6 When finished, click **Save**.

Creating a New Teacher Account

► For School and District Administrators

- 1 Log into Odyssey as school or district administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- 3 From the displayed tree, locate the desired school and click the school name.
- 4 Above the grid listing the school's teachers, click **New Teacher**.
- 5 In the **New Teacher** dialog box, enter the teacher's login information and permissions.
- 6 When finished, click **Save**.

BEST PRACTICE When creating more than five teacher accounts, consider using the teacher import feature. See [Teacher and Student Data Import](#) on page 224.

Deleting a Teacher Account

BEST PRACTICE Before you delete a teacher's account, review which assignments made by the teacher will be deleted and unassigned and which assignments will remain available for students and reporting.

► For School and District Administrators

- 1 Log into Odyssey as school or district administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- 3 *District administrators:* From the displayed tree, locate the desired school and click the school name.
- 4 With teacher names displayed in the grid on the right, check one or multiple teachers and click **Delete**.

You will see a message asking you to confirm the deletion. Deleting a teacher's account also deletes any of that teacher's work in progress in the Item Bank and Objective Builder.

- 5 To delete the teacher's account, click **OK**. To cancel the deletion, click **Cancel**.
A second messages asks you whether to unassign all assignments made by the teacher.
- 6 To unassign all assignments made by the teacher, click **OK**.
OR
To continue to make the assignments available for students and reporting, click **Cancel**.

NOTE With the teacher account deleted and any assignments still assigned, the **Assignment Status** will show that the assignment is **NOT OWNED**.

Updating a Teacher Account

- 1 Log into Odyssey.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My Classes** (teacher), **Setup>My School** (school administrator), or **Setup>My Schools** (district administrator).
- 3 From the displayed tree, locate the desired teacher and click the teacher name.
- 4 Above the grid listing the teacher's classes and next to the teacher's name, click **Edit**.
- 5 With the **Teacher Profile** dialog box displayed, make your changes. Teachers can make changes to their login information; school and district administrators can make changes to login information and permissions.
- 6 When finished, click **Save**.

NOTE Changes made to teacher permissions may take several hours to take effect.

Local School ID Codes

► For School and District Administrators

A school's local ID code is unique to each school in the district and may be used to identify the school when you import data into Odyssey.

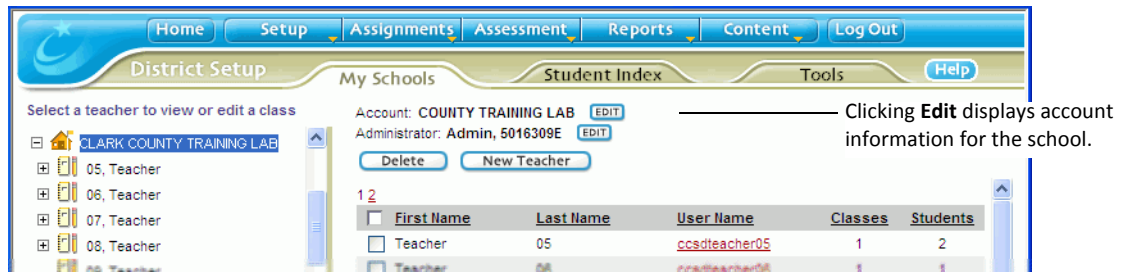
Creating a Local School ID Code

BEST PRACTICE Use a four-digit number for your local school ID.

- 1 Log into Odyssey as school administrator or district administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.

- From the displayed tree, locate the desired school and click the school name.

The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.



- Next to the **Account** name for the school, click **Edit**.
The **Contact** page displays account information for the school.
- In the **Local School ID Code** field, type a unique code and then **Next**.
- Click **Next** until you reach the **Confirmation** screen.
- From the **Confirmation** screen, click **Save**.

Time Zones

► For School and District Administrators

Odyssey includes a worldwide list of 73 time zones. District administrators set time zones and Daylight Saving Time (DST) for districts and schools. School administrators can override time zone and DST settings for their own schools. After the time zone and DST for a school is set, all locations in the Odyssey application that display start times or completion times display the correct time for that time zone.

NOTE DST is enabled by default.

Setting the Time Zone and DST

- Log into Odyssey as school administrator or district administrator.
- From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- From the displayed tree, locate the desired school and click the school name.
The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.
- Next to the **Account** name for the school, click **Edit**.
The **Contact** page displays account information for the school.
- From the **Time Zone** dropdown list, select the desired time zone.
- Set **Daylight Saving Time** to correspond to your local observance and then **Next**.
- Click **Next** until you reach the **Confirmation** screen.

- 8 From the **Confirmation** screen, click **Save**.

NOTE Time changes may take several hours to take effect.

Progress Alert Passwords

► For School and District Administrators

A decision point on a scored learning activity may include a progress alert as an option for nonmastery of the activity. In this case, if the student does not master (or pass) the activity, the folder is locked and a progress alert is displayed on the student's screen. Teachers unlock a progress alert at the student's workstation or by logging in with their teacher user name and password and using the **Assignment Status** screen. Unlocking a progress alert at a student's workstation requires a progress alert password.

The default progress alert password is unlock99.

District administrators set progress alert passwords for individual schools in the district. School administrators can set the passwords for their own schools. Passwords must be alphanumeric and contain at least two alpha and two numeric characters. The system will not accept accented characters, punctuation marks, special symbols (e.g., %, #, @, >, +), or spaces in passwords.

BEST PRACTICE To maintain security, consider changing this password periodically. Because this change affects an entire school, ensure that you have a communication plan in place to notify all users in the school that the progress alert password has changed.

Setting the Progress Alert Password

NOTE When Odyssey is first installed, the password to unlock a progress alert is **unlock99**.

- 1 Log into Odyssey as school administrator or district administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- 3 From the displayed tree, locate the desired school and click the school name.

The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.

- 4 Next to the **Account** name for the school, click **Edit**.

- From the **Contact** page, click **Next**.

The **License** page displays account information for the school.

The screenshot shows the 'Maintain Educator Account' page with the 'License' tab selected. The page is divided into two main sections: 'License' and 'Preferences'.

License Section:

- Number of License(s): * 25
- Type of license: ☒ Concurrent ☐ Subscription
- Active Account: ☒
- Enterprise Account: ☐
- LDAP Authentication: ☐
- Allow Auto-Import: ☐
- Enrollment Period: * Test Membership - ETM
- Enrollment Start Date: * 09/30/2008 (mm/dd/yyyy)
- Enrollment End Date: * 09/30/2099 (mm/dd/yyyy)
- Service End Date: * 09/30/2099 (mm/dd/yyyy)

Preferences Section:

- State Standard: * Montana
- Passing Percentage: * 75 (enter whole numbers, e.g. 50%=50)
- Local Content Server: * http://compass-test-ody.compasslearning.local; http://complearn.vo.llnwd.net/033/qa
- Referred by: ChildU

Progress Alert Password Section:

- Enter Password: * (masked with dots)
- Confirm Password: * (masked with dots)

Fields marked with an asterisk (*) are required.

Buttons at the bottom: Cancel, Back, Next.

- In the **Enter Password** field, highlight the default password and enter a unique password, remembering that passwords must be alphanumeric and contain at least two alpha and two numeric characters. The system will not accept accented characters, punctuation marks, special symbols, or spaces in passwords.
- Enter the same password in **Confirm Password** and then **Next**.
- Click **Next** until you reach the **Confirmation** screen.
- From the **Confirmation** screen, click **Save**.

Mastery Level

► For School and District Administrators

The mastery level is the passing percentage for a scored activity, lesson quiz, objective-based test, or chapter test. School and district administrators can change the mastery level—termed **Passing Percentage** in the school account's License screen—for a school. Mastery levels are set also on decision points and objectives in custom objective-based tests.

NOTE A mastery level set on an individual decision point or for objectives in a custom objective-based test (built with Test Builder) overrides the mastery level (Passing Percentage) set at the school level.

Changing the Mastery Level for a School

- 1 Log into Odyssey as school administrator or district administrator.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- 3 From the displayed tree, locate the desired school and click the school name.
The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.
- 4 Next to the **Account** name for the school, click **Edit**.
- 5 From the **Contact** page, click **Next**.
The **License** page displays account information for the school.
- 6 In the **Passing Percentage** field, change the value.
- 7 Click **Next** until you reach the **Confirmation** screen.
- 8 From the **Confirmation** screen, click **Save**.

Update History

► For School and District Administrators

District administrators and school administrators can display the **Account Changes Report** to list details about the account. Whenever a change is made to the account, a new row is added to the report at the top of the appropriate area of the report, which is organized into three sections—basic account and licensing information, district administrator information, and activation and reactivation information. To see changes, compare columns in a previous row with the columns in the newly added row.

Basic account information and licensing information				
Date and Time	User	School District	Account Name	School Code
Local School ID Code	Lab Number	Address 1	City	Zip Code
State	Country	Time Zone	Daylight Saving Time	Phone Number
District Level Licenses	Number of Licenses	Type of License	Active Account	Enterprise Account
Enrollment Period	Enrollment Start Date	Enrollment End Date	Service End Date	State Standard
Lesson Quiz %	Chapter Test%	Local Content Server	Referred by	OW Storage
Changed Progress Alert Password	Account Permissions	Content Permissions	EAS NWEA	EAS STATE
CAHSEE	CSTGM	LDAP Authentication	LDAP Path	LDAP SSL
DN Prefix	DN Suffix	LDAP Authentication Admin	LDAP Authentication Teacher	LDAP Authentication Student
LDAP Authentication Parent				
District administrator information				
ID	Date and Time	Admin First Name	Admin Last Name	Admin User Name
Changed Admin Password	Admin Email Address			

Activation and reactivation information

ID	Lab Number	Account ID	Version	First Activation Time
Last Activation Time	User Name			

The Account Changes Report displays licensed curriculum content in the **Content Permissions** column. The following table defines the three-part code:

Attribute One		Attribute Two		Attribute Three	
Code	Definition	Code	Definition	Code	Definition
1	Active Curriculum	A1	Algebra I	-2	All grades
2	Active assessment Explorer	A2	Algebra II	-1	PreKindergarten
3	Active assessment Explorer Florida	AL	Honors Algebra	0	Kindergarten
4	Active assessment Explorer Texas	BI	Biology	1	First grade
		BB	Brain Buzzers	2	Second grade
		CH	Chemistry	3	Third grade
		EE	ELL Elementary	4	Fourth grade
		ES	ELL Secondary	5	Fifth grade
		E1	English I	6	Sixth grade
		E2	English II	7	Seventh grade
		E3	English III	8	Eighth grade
		E4	English IV	13	High school
		FA	Focus Algebra		
		FM	Focus Math		
		GE	Geometry		
		LA	Language Arts		
		LE	Language Arts Extensions		
		ME	Macroeconomics		
		SM	MATEMATICAS		
		MA	Math		
		MC	Microeconomics		
		PS	Physical Science		
		PH	Physics		
		PB	Playbox Theme Time		
		SP	Public Speaking		
		SC	Science		
		SS	Social Studies		
		TP	Thematic Projects		
		TR	Trigonometry		
		GV	US Government		
		H1	US History I		
		HS	US History II		
		WH	World History		

Consider these examples of codes in the Account Changes Report:

3,MA,8	Explorer Florida, Math, Eighth grade
1,AL,-2	Honors Algebra
1,LA,0	Language Arts, Kindergarten

NOTE If a district is licensed for all core and additional curriculum and assessment, the **Content Permissions** column in the Account Changes Report will be empty.

The coded descriptions correspond to the curriculum displayed on the account's two **Product License** screens. The first Product License screen displays account information for K-8 curriculum and options for Odyssey Writer, printing and scanning, and test translator.

Maintain Educator Account

1 Contact 2 License 3 **Product License 1** 4 Product License 2 5 Administration 6 Confirmation

Core Curriculum

CA Focus Math P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Language Arts P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Math P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Science P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Social Studies P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Additional Curriculum

Brain Buzzers P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

LA Extensions P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

MATEMATICAS P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Thematic Projects P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Assessment

CA Focus Math Algebra Readiness P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Texas Algebra Readiness P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

CA Focus Math Grades 4-7 P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

TX Math Grades 4-7 P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer K-8 Language Arts P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer K-8 Math P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer Florida Math P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer Florida Reading P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

MATEMATICAS K-6 P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer Texas Math P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explorer Texas Reading P ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Honors Algebra: ☐ ELL Elementary: ☐ Odyssey Writer: ☐ **Test Translator**

CA Focus Algebra: ☐ ELL Secondary: ☐ Storage: 25 mb NWEA: ☐

CSTGM: ☐ Custom Assessment: ☐ Printing/Scanning: ☐ State Test: ☐

Cancel Back Next

The second Product License screen displays high school curriculum.

Home Setup Assignments Assessment Reports Content Log Out

District Setup My Schools Student Index Tools Help

Maintain Educator Account

1 Contact 2 License 3 Product License 1 4 Product License 2 5 Administration 6 Confirmation

High School

Algebra I:	<input checked="" type="checkbox"/>	English I:	<input checked="" type="checkbox"/>	Geometry:	<input checked="" type="checkbox"/>	US History II:	<input checked="" type="checkbox"/>	Macroeconomics:	<input checked="" type="checkbox"/>
Biology:	<input checked="" type="checkbox"/>	English II:	<input checked="" type="checkbox"/>	Physical Science:	<input checked="" type="checkbox"/>	US Government:	<input checked="" type="checkbox"/>	Microeconomics:	<input checked="" type="checkbox"/>
Algebra II:	<input checked="" type="checkbox"/>	English III:	<input checked="" type="checkbox"/>	Physics:	<input checked="" type="checkbox"/>	US History I:	<input checked="" type="checkbox"/>	Public Speaking:	<input checked="" type="checkbox"/>
Chemistry:	<input checked="" type="checkbox"/>	English IV:	<input checked="" type="checkbox"/>	Trigonometry:	<input checked="" type="checkbox"/>	World History:	<input checked="" type="checkbox"/>		

Cancel Back Next

Displaying Update History

- 1 Log into Odyssey as school or district administrator.
- 2 From the **Welcome** screen, select **Setup>My School** or **Setup>My Schools**.

The grid on the right displays information about the school or district, including names for the **Account** and **Administrator** near the top of the screen.

School account—
(school administrator user).

District account
(district administrator user).

My School Student Index

Account: MEAD Online EDIT
Administrator: Admin, 5017868 EDIT
Delete New Teacher

My Schools Student Index

District Account: MEAD ACADEMY EDIT
Administrator: Admin, 5017867 EDIT

- 3 Next to the **Account** name for the school or district, click **Edit**.
- 4 From the **Contact** screen, click **Show Update History**.

The **Account Changes Report** is displayed in a new window.

9 Teacher and Student Data Import

► For School and District Administrators

With the **Import** tool, you can create or update teacher and student records directly from a comma-separated value (CSV) file. Importing teachers and students is a two-part process, including these general tasks:

Task 1: Verifying the CSV File Format

Task 2: Importing Teacher and Student Data

When you use the **Import** tool to update records, the two **Maintain Profile** values control the import as follows:

- **Yes** adds new information to an existing record without making other changes to the record.
- **No** overwrites an existing record with the information in the import file.

NOTE You are unable to update a user name through an import.

Consider the following example of updating student passwords through an import:

The passwords for all of the students in Odyssey must be changed. In the CSV import file, change the **Password** column for all students. To ensure all other fields in the student records remain the same, set **Maintain Profile** to **Yes**.

NOTE All imports are performed offline. Large imports are queued for off-peak load time.

CSV Import Files

CSV files are ASCII text files with one record per line and a comma separating the fields. To ensure that your import file is in the proper format, use the **Teacherimport** and **Studentimport** templates on the **Resources** page (under **Support**). These template CSV files are packaged in separate zipped directories along with checklists. The checklists are also available as an appendix in this manual: **Data Import Checklists on page 259** and online in the Import tool wizard.

BEST PRACTICE Rename your import files to include **teacher-import** and **student-import** in the name.

To minimize the potential for error, consider breaking up larger import files into one or multiple smaller CSV files.

Task 1: Verifying the CSV File Format

Before importing the CSV file into Odyssey, verify that the file contains all required columns, as well as any optional columns you want to import. The file does not need to contain all optional columns available in the template.

Teacher Import File

The following table lists the columns in the teacher import file. Asterisks denote columns that require data. Include and populate any of the optional columns necessary for your import.

BEST PRACTICE Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).

Teacher import column	Description
* User Name	Required field. User names can be up to 30 characters in length and must be unique. Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephsmith).
* Password	Required field. Teacher passwords must contain a minimum of two letters and two numbers and can be up to 30 characters in length. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; periods. Passwords are not required to be unique.
* First Name	Required field. First names can be up to 30 characters in length.
Middle Initial	One-character optional field.
* Last Name	Required field. Last names can be up to 30 characters in length.
* Grade	Required field. Enter one of the following: -1 for PreK 0 for Kindergarten 1 through 8 for grades 1–8 13 for high school NOTE: A teacher's access to curriculum is determined by the site's licenses, not the Grade .
My School	Y or y; or empty. This setting lets teachers save their assignments to the My School folder so that other teachers in the school can access the assignments.
My District	Y or y; or empty. This setting lets teachers save their assignments to the My District folder so that teachers at other schools within the same district can access the assignments.
Email	Valid email address.
School Custom Assessment Features	Y or y; or empty. The school must be licensed for custom assessment features.
District Custom Assessment Features	Y or y; or empty. The school must be licensed for custom assessment features and be in a district.

Teacher import column	Description
Print Tests	Y or y; or empty. The school must be licensed for printing/scanning.
Scan Results	Y or y; or empty. The school must be licensed for printing/scanning.
School Odyssey Writer Project Permissions	Y or y; or empty. This setting lets other teachers in the school access the custom Odyssey Writer projects.
District Odyssey Writer Project Permissions	Y or y; or empty. The school must be in a district. This setting lets other teachers in the school district access the custom Odyssey Writer projects.
Add Personal Information	Y or y; or empty.
Edit Personal Information	Y or y; or empty.
View Attributes	Y or y; or empty.
Edit Attributes	Y or y; or empty.
Edit Subject Level Access	Y or y; or empty.
Delete Students	Y or y; or empty.
Add Edit Class Information	Y or y; or empty.
Add Edit Class Rosters	Y or y; or empty.
Classes	Creates a new class for this teacher. NOTE: You can create one new class per teacher through the import. To create additional classes for a teacher, use the Setup module in Odyssey Manager.
Lab Number	Destination school ID. Use this field if you are importing teachers from multiple schools. The Lab Number column must contain the Lab Number for the destination school, with an entry for each teacher record. NOTE: An empty cell in the Lab Number column causes the import to stop or fail. If you do not use the Lab Number column, a separate import file is required for each school. If you are importing data for an individual school—logged in as a school administrator, for example—delete the empty Lab Number column from the data file. School administrators will perform data imports for individual schools only. Typically, district administrators will perform data imports for multiple schools, requiring Lab Number values.
Operation Type	If you do not specify an Operation Type , Odyssey examines existing records and, for each line in the import file, adds a new, unique record or updates an existing record. If you specify Operation Type , use one of the following values: <ul style="list-style-type: none"> • A or a for add. If Odyssey finds an existing, matching teacher record, that line in the import file is not processed. • D or d for delete. Exercise caution when you use the delete operation. The delete operation cannot be undone. • U or u for update. If Odyssey does not find an existing, matching record, that line in the import file is not processed.

Student Import File

The following table lists the columns in the student import file. Asterisks denote columns that require data. Include and populate any of the optional columns necessary for your import.

BEST PRACTICE Avoid using special characters in user names, first names, and last names. Special characters include @ ' " % \$ ~ ! _ ~ . (period).

Student import column	Description
* User Name	Required field. The student uses the User Name to log into Odyssey. User names can be up to 30 characters in length and must be unique. Consider using the Student School ID for the user name. Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephdsmith).
* Password	Required field. Passwords can be as short as one character and up to 30 characters in length. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; periods. Although passwords are not required to be unique, setting up unique passwords helps to ensure that the account is not accessed by someone other than the user.
First Name	Optional but strongly recommended. First names can be up to 30 characters in length.
Middle Initial	Optional one-character field.
Last Name	Optional but strongly recommended. Last names can be up to 30 characters in length.
* Grade	Required field. Enter one of the following: -1 for PreK 0 for Kindergarten 1 through 8 for grades 1–8 13 for high school
Student School ID	Each student's Student School ID must be unique and can be up to 256 characters in length. An example of a common value is the student's social security number. No special formatting is required. Values for the Student School ID column are optional. NOTE: For sites using the Test Translator, the Student School ID is required.
SIF Provided Student ID	Schools Interoperability Framework (SIF) numbers are generated by an external program and cannot be manually created. SIF Provided Teacher ID numbers must be unique and 36 characters in length with four embedded dashes, as in the following example: 0CE365AD-D45E-44d1- 83E1-31479CAF2F76F
Parent User Name	Unique user name. For security, each parent use name connects to only one student.
Parent Password	Unique password.
Gender	M or m or F or f .
Nationality	Enter Y or y for only one of the following nationalities: <ul style="list-style-type: none"> • American Indian/Alaskan Native • Asian/Pacific Islander • Hispanic • Black/Non-Hispanic • White/Non-Hispanic • Other Race or Ethnicity

Student import column	Description
ESL/ESOL/ELL/LEP	Y or y; or empty.
Title I Math	Y or y; or empty.
Title I Reading	Y or y; or empty.
Speech	Y or y; or empty.
LD	Y or y; or empty.
Physically Challenged	Y or y; or empty.
ESE/Special Needs	Y or y; or empty.
Attendance Concern	Y or y; or empty.
Free or Reduced Lunch	Y or y; or empty.
Hearing Impaired	Y or y; or empty.
Economically Disadvantaged	Y or y; or empty.
Migrant	Y or y; or empty.
Continuous Enrollment	Y or y; or empty.
Gifted	Y or y; or empty.
After School Programs	Y or y; or empty.
Intervention	1 or 2 or 3.
Class Name	Name of an existing class in the target school.
Lab Number	<p>Destination school ID.</p> <p>Use this field if you are importing teachers from multiple schools. The Lab Number column must contain the Lab Number for the destination school, with an entry for each teacher record.</p> <p>NOTE: An empty cell in the Lab Number column causes the import to stop or fail.</p> <p>If you do not use the Lab Number column, a separate import file is required for each school. If you are importing data for an individual school—logged in as a school administrator, for example—delete the empty Lab Number column from the data file. School administrators will perform data imports for individual schools only. Typically, district administrators will perform data imports for multiple schools, requiring Lab Number values.</p>
Operation Type	<p>If you do not specify an Operation Type, Odyssey examines existing records and, for each line in the import file, adds a new, unique record or updates an existing record.</p> <p>If you specify Operation Type, use one of the following values:</p> <ul style="list-style-type: none"> • A or a for add. If Odyssey finds an existing, matching student record, that line in the import file is not processed. • D or d for delete. Exercise caution when you use the delete operation. The delete operation cannot be undone. • U or u for update. If Odyssey does not find an existing, matching record, that line in the import file is not processed. • T or t for transfer. Use this value only if you are preparing the file to use with Odyssey's auto import tool.

Task 2: Importing Teacher and Student Data

NOTE You can also use the CompassLearning import client to import teacher and student data into Odyssey Manager. See [Import Client on page 265](#).

Importing Teacher Data

NOTE You are unable to update a teacher's user name by importing a CSV file. To update a teacher's user name, edit the teacher's profile in Odyssey Manager.

- 1 In the navigation bar, select **Setup>Tools**.
- 2 At the **Tools** home page, click **Import**.
- 3 *District administrators:* From the **Select School** screen, select a school from the dropdown list. Or, select **School is specified in file to be imported**. When finished, click **Next**.
- 4 From the **Select File** screen, select **Teacher Data** from the **Import Type** dropdown.
- 5 To import new teacher records or to update teacher records, adding to existing data without overwriting, leave the default **Yes** selected for **Maintain Profile**.
OR
To overwrite data in the teacher records, set **Maintain Profile** to **No**.
- 6 To select the CSV file you want to import, click **Browse** and navigate to the desired file.
- 7 With the desired CSV file displayed, double-click the file name and then **Next**.
- 8 When finished, click **Next**.
- 9 The **Confirmation** screen displays teacher data in the grid. To import the data, click **Import**.
Odyssey queues the import for offline processing.
- 10 Click **Done**.
You are returned to the **Tools** home page.

Importing Student Data

NOTE You are unable to update a student's user name by importing a CSV file. To update a student's user name, edit the student's profile in Odyssey Manager.

- 1 In the navigation bar, select **Setup>Tools**.
- 2 At the **Tools** home page, click **Import**.
- 3 *District administrators:* From the **Select School** screen, select a school from the dropdown list. Or, select **School is specified in file to be imported**. When finished, click **Next**.
- 4 From the **Select File** screen, select **Student Data** from the **Import Type** dropdown.

- 5 To import new student records or to update student records, adding to existing data without overwriting, leave the default **Yes** selected for **Maintain Profile**.

OR

To overwrite data in the student records, set **Maintain Profile** to **No**.

- 6 To select the CSV file you want to import, click **Browse** and navigate to the desired file.
- 7 With the desired CSV file displayed, double-click the file name and then **Next**.
- 8 When finished, click **Next**.
- 9 The **Confirmation** screen displays student data in the grid. To import the data, click **Import**.
Odyssey queues the import for offline processing.
- 10 Click **Done**.
You are returned to the **Tools** home page.

Displaying Import History

- 1 From the **Tools** home page, click **Import**.
- 2 *District administrators:* From the **Select School** screen, select the school name from the dropdown and then **Next**.
- 3 From the **Select File** screen, click **Show History**.
- 4 The **Data Import History** window displays import history. To display details about an individual import, click the link.

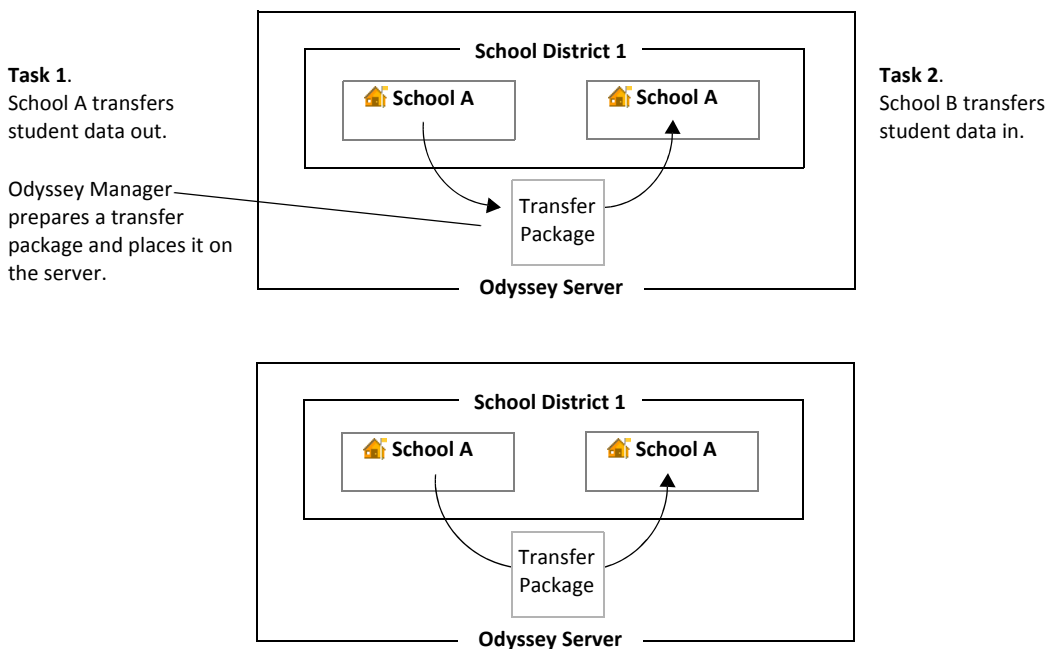
10 Transfer

► For School and District Administrators

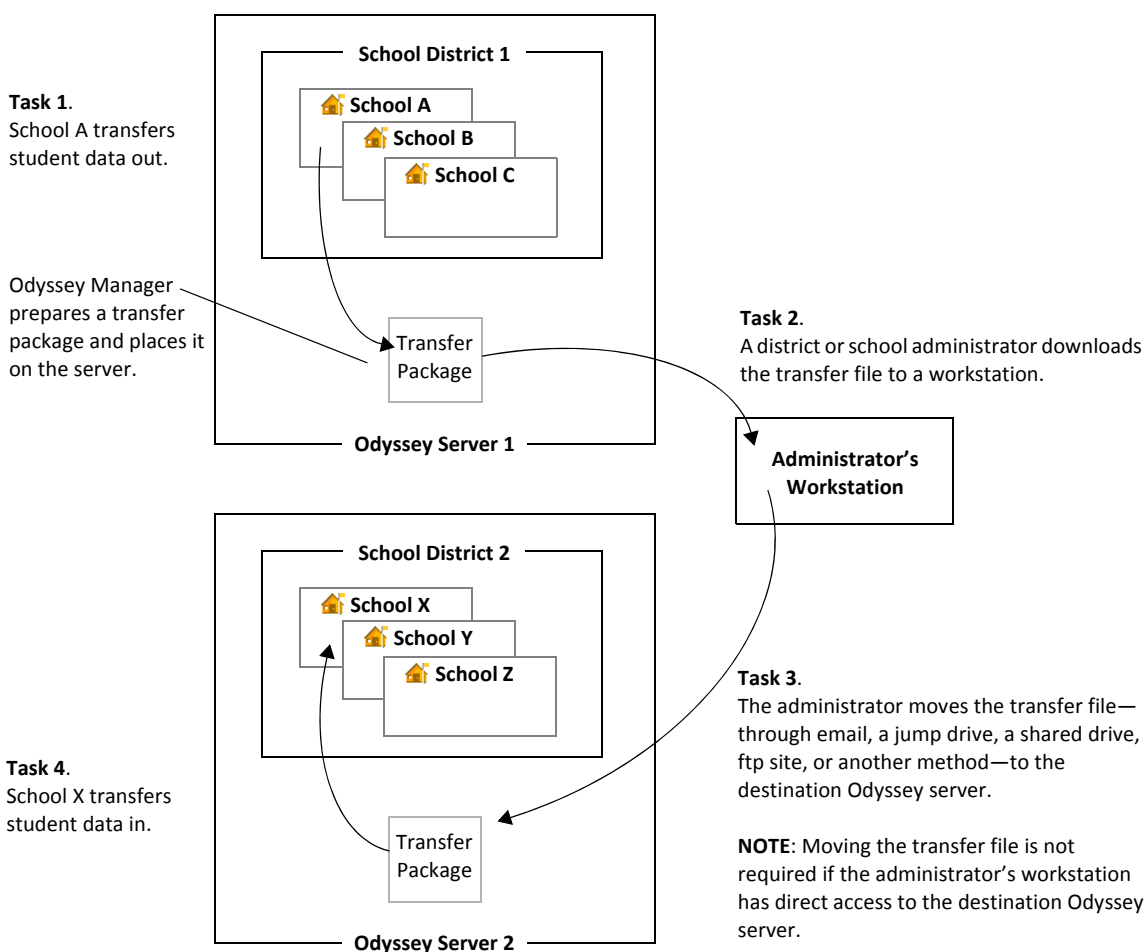
The Odyssey **Transfer** tool lets administrators transfer students' demographic and performance data—including assignments, assessments, and customized curriculum—to a different school. Additionally, you can use the **Transfer** tool to transfer assignments and assessments. Transferring assignments and assessments may be useful for districts that require separate servers.

NOTE District administrators may transfer students between schools in the district. School administrators may transfer students out of and into their school only.

The following diagram illustrates transferring student data from one school to another in the same district. In the top scenario, School A transfers the student data out, and School B transfers the student data in. School administrators from both schools may perform the tasks for their respective school. Alternately, the district administrator might transfer student data directly from School A to School B as shown in the bottom scenario.



When the originating and destination schools are managed by separate Odyssey servers, the administrator will download the transfer file and move it to the destination server before importing the transfer file into the destination school or district. The following diagram illustrates this process.



NOTE You can transfer student records individually or in groups.

Odyssey manages students' assignments differently depending on the district of the originating and destination schools.

When students transfer	Their assignments
to a different district	become inactive in the originating school and are not affected by subsequent changes at the originating school. Any matching assignments are updated to match the assignments in the destination school.
between schools within the same district	are still owned by and are active in the originating school. Any changes to them in the originating school will be seen by the student. For continuity, the student is still linked to the original assignments, Odyssey Writer projects, and objective-based tests.

Rules for transfers

- Transfers are limited to 100 MB per file. The maximum number of students, assignments, or assessments you can transfer depends on the amount of data associated with each record.
- Complete student transfers *before* you begin end-of-year procedures.
- To facilitate data searches and storage, perform exports before transferring student records.
- Performance data for transferred students remains in the Odyssey database—marked inactive at the originating school. You are able to export this data.
- If you are transferring students within the district, student records are linked to their previous assignments. To include previous assignment results in reports, ensure that you instruct Odyssey to include data from previous schools and, if applicable, select reporting **By Type** (instead of **By Assignment**). *Exception:* if the assignment is a district assignment that both schools share, the previous restriction does not apply.

NOTE For aggregated reports, only district-level assignments are available.

Student Transfer

Transferring Student Records out of a District or School

BEST PRACTICE Transfer student records out of a district or school at a time when they are not and will not be logged into Odyssey until the transfer is completed.

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 The **Select Transfer Type** screen is displayed with the default **Students** selected. Click **Next**.
- 4 *District administrators:* With the default **Out of your district** selected, select a school from the dropdown list. This school is the originating school out of which students will transfer. When finished, click **Next**.

OR
School administrators: With the default **Out of your school** selected, click **Next**.
- 5 From the **Select Data** screen, search for the student records you want to transfer. Select the desired search criteria and then **Search**.
- 6 The grid displays student records matching your criteria. Check the students you want to transfer and then **Next**.
- 7 Give the transfer a name and enter a password and email address. When finished, click **Next**.

NOTE Use alphanumeric characters only—**a–z**, **A–Z**, and **0–9**—when you create the password. Passwords cannot contain spaces.

- 8 From the **Confirmation** screen, review the transfer’s definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.

- 9 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 7. Additionally, the student record is marked inactive in the originating school or district.

- 10 If the originating and destination schools are managed by the same Odyssey server, transfer the student records into the destination school. See **Transferring Student Records into a District or School** below.

OR

If the target and destination schools are managed by separate Odyssey servers, do the following:

- Download the transfer file. See **Downloading a Transfer File on page 240**.
- Provide the destination school with the transfer file.
- At the destination school, transfer the students records into the destination school. See **Transferring Student Records into a District or School** below.

Transferring Student Records into a District or School

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 The **Select Transfer Type** screen is displayed with the default **Students** selected. Click **Next**.
- 4 *District administrators:* Select **Into your district** and the desired destination school from the dropdown list.
OR
School administrators: Select **Into your school** and then **Next**.
- 5 If the originating and destination schools are managed by the same Odyssey server, you will not upload data. Select **No** and enter the transfer ID and password you received in the notification email.
OR
If the originating and destination schools are managed by separate Odyssey servers, select **Yes** and browse to the file you want to upload. Finally, enter the password you received in the notification email.
- 6 When finished, click **Next**.
- 7 Choose whether students will continue working on previous assignments.
- 8 Enter one or multiple email addresses for transfer notification and then **Next**.
- 9 From the **Confirmation** screen, review the transfer's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 8.

Transferring Student Records between Schools in a District

► For District Administrators

When you transfer student records to another school in the same district, the student record is linked to previous assignments. Changes made to assignments, Odyssey Writer projects, and objective-based tests are reflected in the newly transferred student's record.

BEST PRACTICE Transfer student records between district schools at a time when they are not and will not be logged into Odyssey until the transfer is completed.

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 The **Select Transfer Type** screen is displayed with the default **Students** selected. Click **Next**.
- 4 Select **Between schools in your district** and an originating school and a destination school from the two dropdown lists.
- 5 When finished, click **Next**.
- 6 From the **Select Data** screen, search for the students records you want to transfer. Select the desired search criteria and then **Search**.
- 7 The grid displays student records matching your criteria. Check the students you want to transfer and then **Next**.
- 8 Choose whether students will continue working on previous assignments.
- 9 Enter one or multiple email addresses for transfer notification and then **Next**.
- 10 From the **Confirmation** screen, review the transfer's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 11 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 9.

NOTE Student records are marked active in the destination school but are no longer available at the originating school.

Assignment Transfer

Use the Transfer tool to package one or multiple assignments into a transfer file. Assignments that are transferred into a school or district are marked as **Not Owned**.

NOTE The destination account must have the correct curriculum and assessment licenses to receive the transfer.

Transferring Assignments out of a District or School

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 From the **Select Transfer Type** screen, select **Assignments** and then **Next**.
- 4 *District administrators:* With the default **Out of your district** selected, select the district or a school from the dropdown list. This selection is the location of the folder to which the assignment is saved. When finished, click **Next**.

OR
School administrators: With the default **Out of your school** selected, click **Next**.
- 5 From the **Select Data** screen, search for the assignments you want to transfer. Select the desired search criteria and then **Search**.
- 6 The grid displays assignments matching your criteria. Check the assignments you want to transfer and then **Next**.
- 7 Give the transfer a name and enter a password and one or multiple email addresses. When finished, click **Next**.

NOTE Use alphanumeric characters only—**a–z**, **A–Z**, and **0–9**—when you create the password. Passwords cannot contain spaces.

- 8 From the **Confirmation** screen, review the transfer's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 9 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 7.
- 10 If the originating and destination schools are managed by the same Odyssey server, transfer assignments into the destination school. See **Transferring Assignments into a District or School** below.

OR

If the target and destination schools are managed by separate Odyssey servers, do the following:
 - Download the transfer file. See **Downloading a Transfer File** on page 240.
 - Provide the destination school with the transfer file.
 - At the destination school, use the following procedure to transfer the assignments into the destination school. See **Transferring Assignments into a District or School** below.

Transferring Assignments into a District or School

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 From the **Select Transfer Type** screen, select **Assignments** and then **Next**.

- 4 *District administrators:* Select **Into your district** and the district or a school from the dropdown list. This selection is the location of the folder to which the assignment will be saved.

OR

School administrators: Select **Into your school** and then **Next**.

- 5 If the originating and destination schools are managed by the same Odyssey server, you will not upload data. Select **No** and enter the transfer ID and password you received in the notification email.

OR

If the originating and destination schools are managed by separate Odyssey servers, select **Yes** and browse to the file you want to upload. Finally, enter the password you received in the notification email.

- 6 When finished, click **Next**.
- 7 Choose whether transferred assignments should overwrite existing assignments.
- 8 Enter one or multiple email addresses for transfer notification and then **Next**.
- 9 From the **Confirmation** screen, review the transfer's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 8.

Assessment Transfer

Odyssey packages test items by grade level or an entire standard set with all associated items into a transfer file.

NOTE The destination account must have the correct curriculum and assessment licenses to receive the transfer.

Transferring Assessments out of a District or School

- 1 In the navigation bar, select **Setup>Tools**.
 - 2 From the **Tools** main page, click **Transfer**.
 - 3 From the **Select Transfer Type** screen, select **Assessments** and then **Next**.
 - 4 *District administrators:* With the default **Out of your district** selected, select the district or a school from the dropdown list. This selection is the district or school standard set or item bank. When finished, click **Next**.
- OR
- School administrators:* With the default **Out of your school** selected, click **Next**.
- 5 Select the desired standard set and then **Next**.
- OR
- Select test items, subject and grade level, and then **Next**.

- 6 Give the transfer a name and enter a password and one or multiple email addresses. When finished, click **Next**.

NOTE Use alphanumeric characters only—**a–z**, **A–Z**, and **0–9**—when you create the password. Passwords cannot contain spaces.

- 7 From the **Confirmation** screen, review the transfer’s definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.

- 8 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 6.

- 9 If the originating and destination schools are managed by the same Odyssey server, transfer the assessments into the destination school. See **Transferring Assessments into a District or School** below.

OR

If the target and destination schools are managed by separate Odyssey servers, do the following:

- Download the transfer file. See **Downloading a Transfer File** on page 240.
- Provide the destination school with the transfer file.
- At the destination school, transfer the assessments into the destination school. See **Transferring Assessments into a District or School** below.

Transferring Assessments into a District or School

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** main page, click **Transfer**.
- 3 From the **Select Transfer Type** screen, select **Assessments** and then **Next**.
- 4 *District administrators:* Select **Into your district** and the district or a school from the dropdown list. This selection is the location at which the standard set or test items will be saved.

OR

School administrators: Select **Into your school** and then **Next**.

- 5 If the originating and destination schools are managed by the same Odyssey server, you will not upload data. Select **No** and enter the transfer ID and password you received in the notification email.

OR

If the originating and destination schools are managed by separate Odyssey servers, select **Yes** and browse to the file you want to upload. Finally, enter the password you received in the notification email.

- 6 When finished, click **Next**.
- 7 If you are transferring a standard set, define the standard set as the new active standard set or a read-only standard set. If desired, rename the standard set.

OR

If you are transferring test items, choose whether the transferred test items should overwrite existing test items.

- 8 Enter one or multiple email addresses for transfer notification and then **Next**.

- 9 From the **Confirmation** screen, review the transfer's definition. To make changes, click the desired **Edit** button. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 10 Click **Run** and then **Done**.

Odyssey queues the transfer file for offline processing. When the transfer is complete, Odyssey emails a transfer notification that includes the file transfer name, internally generated ID, and password to the email addresses supplied in step 8.

Transfer History

Transfer history displays summary information about transfers performed in the past 30 days. District administrators can view transfer history for the district; school administrators can view transfer history for their own school.

The screenshot shows the 'Student Transfer Out History' window. It contains a table with the following data:

Name	Transfer ID	Requested Date	Completed Date	Status
student transfer 6-05	8D9774BA-C0F3-453F-951B-CD8802F02388	6/15/2005 1:11:13 PM	6/15/2005 1:13:01 PM	Completed
dh	869F4AB5-9E9B-4268-A170-8066A96A162B	6/15/2005 12:03:46 PM	6/15/2005 12:03:55 PM	Completed
Math5_2	89A51644-E17C-4713-8AB1-39601			
Math5_2	89A51644-E17C-4713-8AB1-39601			
Math5_2	89A51644-E17C-4713-8AB1-39601			
math5	53C51C2E6			
algebra	316319EA2			

An annotation points to the 'Completed' status link in the first row, stating: 'Clicking the link in the Status column displays details.'

The 'Transfer History Details' window shows the following information:

- Type:** Student transfer out of your school
- Transfer ID:** 02FE36B1-5F50-4244-8AF5-511C09A5D4CC
- Status:** The transfer has been completed.
Expired for download on 4/22/2007 4:57:59 PM
- Options:**
 - Name:** EATransfer2
 - Recipient email addresses:** l@c.com
- Students Selected**

Student Name	Result
Barndt, Michael (mbarnd)	Student transferred out successfully.

Displaying Transfer History

- 1 In the navigation bar, select **Setup>Tools** and then **Transfer**.
- 2 Select the transfer type—**Students**, **Assignments**, or **Assessments**—and then **Next**.
- 3 Select the direction of the transfer:

District administrators:

- Out of your district
- Into your district
- Between schools in your district

School administrators:

- Out of your school

- Into your school

4 Click **Show History**.

5 The **History** window displays a transfer summary. To view details about a transfer, click the link in the **Status** column.

Transfer files that have been exported in the previous 30 days are displayed. The status of your transfer file will be one of the following:

Queued. Transfer file queued for offline processing.

Completed. Transfer file exported successfully.

Completed*. Transfer file exported with errors.

Failed. Transfer file export was unsuccessful.

Transfer Download

You will use the **Transfer History Details** window to download transfer files.

Transfer History Details

◀ Back Print Download ✕ Close

Type: Assignment transfer out of your school
Transfer ID: 6906B5A1-11D7-4319-8787-FC0E970CBA2B
Status: The transfer has been completed.

Options:
Name: Math test Jan 06
Recipient email addresses:
jgroves@compasslearning.com

Assignments Selected

Title	Result
Al chap test	Assignment was transferred successfully.
Algebra 7 test	Assignment was transferred successfully.

Clicking **Download** moves the transfer file to your local machine.

NOTE Transfer files are saved on the Odyssey server for ten days.

Downloading a Transfer File

- 1 In the navigation bar, select **Setup>Tools** and then **Transfer**.
- 2 Select the transfer type—**Students**, **Assignments**, or **Assessments**—and then **Next**.
- 3 Select the direction of the transfer:

District administrators:

- Out of your district
- Into your district

- Between schools in your district

School administrators:

- Out of your school
- Into your school

- 4 Click **Show History**.
- 5 The **History** window displays a transfer summary. From the summary line for the transfer file you want to download, click the link in the **Status** column.
- 6 From the **Transfer History Details** window, click **Download** and open the file or save it to your local drive.

Transfer Retry

You will use the **Transfer History Details** window to retry failed transfers. A transfer may not complete if a match is detected between incoming and existing components. The **Retry** option lets you review the transfer before overwriting components.

NOTE Retrying a transfer overwrites existing components.

Clicking **Retry** initiates the transfer process for the checked items.

Transfer History Details Back Print Close

Type: Assessment transfer into your school **Transfer ID:** 09169D95-7F91-4BFA-8F78-CF1ADEB59CEF

Data:

Test Items from the Assessment Only Item Bank.

1 2 3

<input type="checkbox"/>	Grade	Subject	Result
<input type="checkbox"/>	PreK	MA	No items were processed.
<input type="checkbox"/>	K	MA	No items were processed.
<input checked="" type="checkbox"/>	1	MA	Items already exist.
<input type="checkbox"/>	2	MA	No items were processed.
<input type="checkbox"/>	3	MA	No items were processed.

Retry

Options:

Name: MA-ALL

School Located on the same server: No

Recipient email addresses: h@d.com

Status: Completed on 6/14/2005 3:34:17 PM

No items were available to process for this grade level and subject.

Retrying a Transfer

- 1 In the navigation bar, select **Setup>Tools** and then **Transfer**.
- 2 Select the transfer type—**Students**, **Assignments**, or **Assessments**—and then **Next**.
- 3 Select the direction of the transfer:

District administrators:

- Out of your district
- Into your district

- **Between schools in your district**

School administrators:

- **Out of your school**
- **Into your school**

- 4 Click **Show History**.
- 5 The **History** window displays a transfer summary. From the summary line for the transfer you want to retry, click the link in the **Status** column.
- 6 From the **Transfer History Details** window, check the items you want to transfer.
- 7 When finished, click **Retry**.

11 Data Export

► For School and District Administrators

Use the **Export** tool for exporting student data into a CSV file for you to manipulate in Excel, Access, or another data warehouse tool.

BEST PRACTICE District administrators may export student data on the entire district. Because of Excel's row limitation, consider breaking up the export if the number of student records exceed 3500.

When you download the file to your desktop, the export file is saved in the ZIP format. Note the date of the download in the following example:

Odysseyexport-Saved02252009.zip

Extract the ZIP file to see the export file in the CSV format. The date of the export is in the file name, as in the following example:

OdysseyExport-Created02252009.csv

NOTE Exported student data cannot be imported into a different Odyssey account.

The following table identifies fields that are available to be exported:

Field	Description			
Account_ID	Internally generated account number.			
Account_Name	Name of the account.			
First_Name	Student's first name in the student's record.			
Last_Name	Student's last name in the student's record.			
User_Name	Student's user name in the student's record.			
Grade	Grade level in the student's record. In addition to numerals, this field may include P for PreK, K for Kindergarten, and HS for High School.			
UserID	Value of the Student School ID field of the student's record.			
Type	<ul style="list-style-type: none"> chapter test external test 	<ul style="list-style-type: none"> external goal learning activity 	<ul style="list-style-type: none"> lesson quiz objective 	<ul style="list-style-type: none"> objective-based test Odyssey Writer

Field	Description			
Subject	<ul style="list-style-type: none"> Algebra I Algebra II Biology Brain Buzzers Chemistry ELL Elementary ELL Secondary English I English II 	<ul style="list-style-type: none"> English III English IV Focus Algebra Focus Math Geometry Honors Algebra Language Arts Language Arts Extensions 	<ul style="list-style-type: none"> Macroeconomics Matemáticas Math Microeconomics Physical Science Physics PlayBox Theme Time Public Speaking 	<ul style="list-style-type: none"> Science Social Studies Thematic projects Trigonometry US Government US History I US History II World History
Level	Grade level of the learning activity, lesson quiz, or chapter test.			
Objective_Code	Numeric code of the objective. For example, EX1MA.1.1.01 is the objective code for the Explorer Level 1 Math objective Compare .			
Title	Title of the learning activity, objective-based test, objective, chapter test, lesson quiz, or Odyssey Writer project.			
Test_GUID	Internally generated unique ID (GUID). Objective-based tests, chapter tests, and lesson quizzes have a unique test GUID. The test GUID for all objectives in an objective-based test is the same as the test GUID of the objective-based test.			
Score	Score of learning activities, chapter tests, lesson quizzes, and objective-based tests.			
Start_Time	Start date and time for learning activities, objective-based tests, chapter tests, and lesson quizzes. The start date and time for all objectives in an objective-based test is the same as the start time for the objective-based test.			
Duration	Duration, in hhhh:mm:ss, of the activity. An objective does not have a value for duration.			

Summarize data one line per student: When data is summarized one line per student, the following fields are available for export for each subject:

- Account_ID
- First_Name
- User_Name
- UserID
- Average score
- Account_Name
- Last_Name
- Grade
- Number of activities by type
- Total duration in hh:mm:ss

Objective-based test results: When exporting objective-based test results, the following fields are available for export for each test:

- Pre-test score
- Post-test score
- Percentage gain

Exporting Student Data

- 1 In the navigation bar, select **Setup>Tools** and then **Export**.
- 2 From the **Export Type** screen, choose to export **Activities** or **Objective-based Test Results**.
- 3 When finished, click **Next**.
- 4 From the **Students** screen, search for the students whose data you want to export. Select the desired filters and then **Search**.
- 5 With the search results displayed, check the desired students and then **Next**.

- 6 From the **Curriculum** screen, select one or multiple subjects from which to export data, remembering that selecting all subjects may exceed the maximum number of allowed columns that common spreadsheet applications can handle.
- 7 *Activity data exports only:* Check one or multiple types of activity data to export.
- 8 When finished, click **Next**.
- 9 From the **Options** screen, define the date range of the data to export.
- 10 *Activity data exports only:* Check whether to **Summarize data one line per student**. If desired, check **Summarize by school** and **Include an attendance summary**.
- 11 *Objective-based test results exports only:* **Summarize data one line per student** is checked by default. If desired, check **Summarize by school**.
- 12 *Activity data exports only:* Check whether to include activities that are **Scored Only**. With this option checked, you can specify a **Greater than mastery score**, if desired.
- 13 When finished, click **Next**.
- 14 In the **Confirmation** screen, review the definition of the export. To make changes, click **Back** until you reach the desired screen. Make your change and then click **Next** until you reach the **Confirmation** screen.
- 15 When finished, click **Export**.
Odyssey queues the data for offline processing.
- 16 Click **Done**.
The **Tools** home page is displayed.

Downloading the Exported File

- 1 In the navigation bar, select **Setup>Tools** and then **Export**.
 - 2 From the **Export Type** screen, click **Show History**.
Data files that have been exported in the previous 30 days are displayed.
 - 3 To view status details, click the status link of the export file.
Data files that have been exported in the previous 30 days are displayed. The status of your export file will be one of the following:
Queued. Data file queued for offline processing.
Completed. Data file exported successfully.
Completed*. Data file exported with errors. A typical error is to include over 256 columns of data.
Failed. Data file export was unsuccessful.
-
- NOTE** Data files are saved on the Odyssey server for ten days.
-
- 4 To download a completed export file, click the status link.
The **Export History Details** dialog box displays details about the selected file.
 - 5 To download the file, click **Download**.

- 6 You are prompted to open the file or save it to your local drive.

When you download the file to your desktop, the export file is saved in the ZIP format with a name similar to the following, where *Date* is the date of the download:

Odysseyexport-Saved*Date*.zip

Extract the ZIP file to see the export file in the CSV format with a name similar to the following, where *Date* is the date of the export:

OdysseyExport-Created*Date*.csv

NOTE Each export creates one CSV file. Downloading the same export file on multiple days creates multiple ZIP files—one per day.

12 End of Year

► For School and District Administrators

Odyssey's **End of Year** tool lets you manage promotion, graduation, assignments, and class enrollment. School administrators will use the End of Year tool for students at their school. District administrators will use the tool for students at schools in their district.

Graduation and promotion are separate functions in Odyssey. When you select a grade to graduate, Odyssey graduates selected students in that grade level only and does not process any other grade levels. When you select the highest grade level to promote, Odyssey promotes selected students in that grade level and all grade levels below.

- **Graduation** moves a student out of a school in the Odyssey system. Although student data for graduated students is not available for standard reports, the data is available to export.
- **Promotion** advances a student to the next grade level in the same school. When a student is promoted, the student's subject level access is changed to match the default of their new grade level. Students in all grade levels except High School can advance a level and thereby remain in the Odyssey system. For example, if a student is in grade 12, selecting **Promote to the next grade** advances the student out of grade 12 but leaves the student in the Odyssey system—at the High School grade level. (Selecting **Stay in the same grade** keeps High School students in the Odyssey system.)

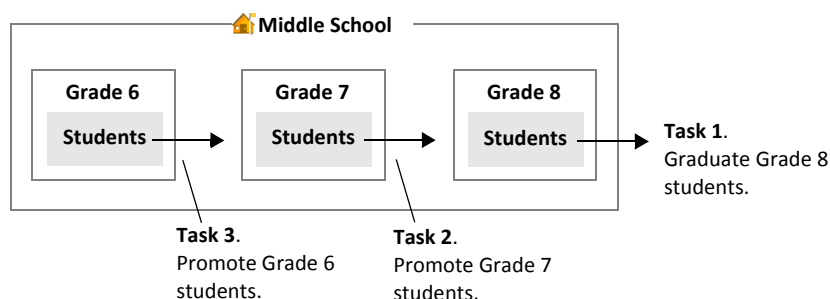
Additionally, when students advance to the next grade level, Odyssey offers the option of deleting or retaining their assignments and class enrollment.

- Student records include **assignment and class enrollment** information. You can use End of Year tool to delete a student's assignments and/or class enrollment independent of promoting or graduating the student. For example, to delete a student's assignments without promoting the student or changing the student's class enrollment, select **Stay in the same grade**; check the **Assignments** box; and deselect the **Class Enrollment** box.

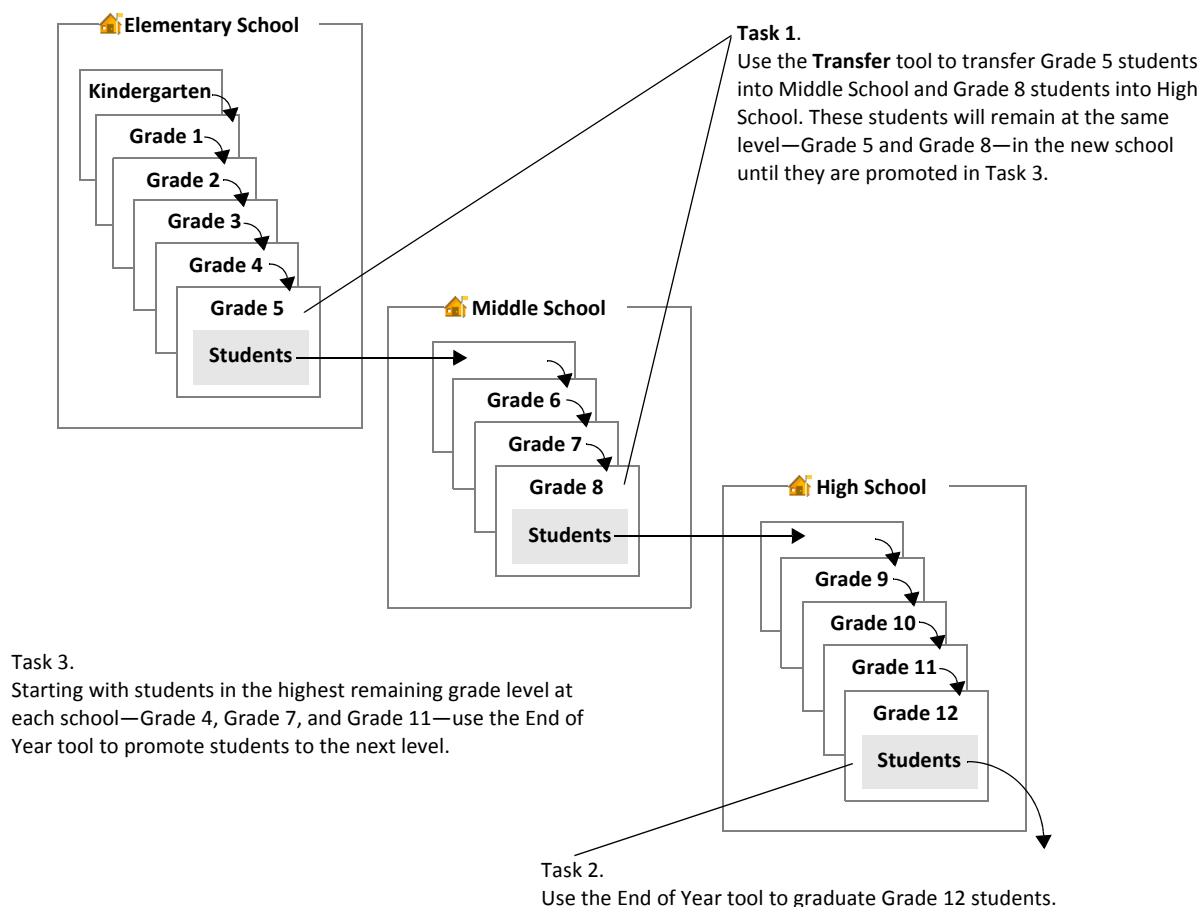
BEST PRACTICE Determine in advance who will perform the end-of-year procedures — the school administrator or the district administrator.

The following diagram illustrates the end-of-year process for a middle school with Grades 6, 7, and 8. Note that you will start the process at the highest grade in the school.

BEST PRACTICE Apply end-of-year changes one at a time for each grade level in a school. You may use the End of Year tool for individual students as well.



If district schools spanning K–12 all use Odyssey, it is important to coordinate end-of-year processes to ensure that all students are enrolled in the correct school and grade level for the next academic year. The following diagram illustrates the end-of-year process for an elementary, middle, and high school in the same school district. In this scenario, the Transfer tool is used to transfer Grade 5 and 8 students to their new school. Next, the End of Year tool is used to graduate Grade 12 students out of High School. Finally, the End of Year tool is used to promote students, starting with the highest remaining grade level in each school, to the next grade level.



You will use the following screen in the End of Year wizard to select options for end-of-year changes:

The screenshot shows the 'End of Year' wizard interface. The top navigation bar includes 'Home', 'Setup', 'Assignments', 'Assessment', 'Reports', 'Content', and 'Log Out'. Below this is a sub-navigation bar with 'School Setup', 'My School', 'Student Index', and 'Tools'. The main title is 'End of Year', and the progress bar shows three steps: '1 Select Students', '2 Options', and '3 Confirmation'.

Annotations on the left side of the screen:

- No changes are made to students in grade levels higher than the specified level.
- With **Graduate** selected, only students in the highest selected grade level are graduated.
- To apply end-of-year changes to a different grade level, run the End of Year tool again.
- Because **High School** is the highest grade selected for end-of-year changes, **Promote** is grayed and unavailable.
- To delete a student's assignments and class enrollment without changing their grade level:

Form elements and their states:

- Highest grade for the End of Year changes:** A dropdown menu is set to 'High School'. Below it, a note states: 'Graduated students will no longer be active and will not be able to log in.'
- End of Year Option:** Three radio buttons are present:
 - ☒ Graduate highest grade (selected above)
 - ☐ Promote to the next grade
 - ☐ Stay in the same grade
- Student data to delete:** Two checkboxes are checked:
 - ☒ Assignments
 - ☒ Class Enrollment

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

Before You Begin

Before you initiate the end-of-year procedures, complete the following tasks:

- Generate all reports on all students required to meet any district implementation plans.
- Ensure that all student transfers have been completed.
- Deactivate students who no longer use Odyssey. Examples are students who have moved out of the district or who have special needs and have not been using the program. Authorized users can deactivate student records by deleting them from the Student Index.
- For easier data search and storage, it is recommended that you run any necessary exports before performing end-of-year procedures.

End of Year Rules

BEST PRACTICE Run the End of Year tool by grade level, starting with the highest grade level of students who are graduating, then working your way down.

- You can graduate only one grade level at a time. You can promote multiple grade levels at a time.
- Run the End of Year tool on a day when no other users are on the system. Results from learning activities or tests completed on the day End of Year is run may be lost.

- Students added to a class while End of Year is queued to run will be moved up to the next grade level.
- An End of Year promotion run while an earlier promotion is still queued to run will fail.
- If promoting by class, a student in multiple classes will be promoted multiple times.
- Subject-level access for a promoted student is set to the default subjects for the new grade level. Access to some subjects, such as Algebra, Honors Algebra, ELL, and Matemáticas, must be set in the Student Profile after the end-of-year changes are applied.

Managing the End of Year Process

As part of end-of-year procedures, you will perform the following tasks:

- **Applying End of Year Changes** below
- **Displaying End of Year History** on page 251

Applying End of Year Changes

► For School and District Administrators

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** home page, click **End of Year**.
- 3 *District administrators:* select a school in which to apply end-of-year changes and then **Next**.
- 4 If you are applying end-of-year changes to all students in the school, click **Yes** and then **Next**.

OR

If some, but not all, students will be processed, click **No** and then **Next**.

The **Select Students** screen displays search criteria for you to locate the students. Specify the search criteria and click **Search**. Then, check one or multiple students.

- 5 From the **Options** screen, select the highest grade level of the students for end-of-year changes. No changes will be made to students in grade levels higher than the level you specify.
- 6 Select the end-of-year action to apply—**Graduate**; **Promote to the next grade**; or **Stay in the same grade**, remembering the following:
 - If you choose **Graduate**, you may graduate only one grade level at a time—the grade level selected from the **Highest grade for the End of Year changes** dropdown.
 - If the highest grade level selected is **High School**, the **Promote to the next grade** option is grayed and unavailable.
 - If you choose **Promote to the next grade**, Odyssey promotes the grade level selected from the **Highest grade for the End of Year changes** and all grade levels below.

- 7 Choose to delete assignments or class enrollment, or both. To delete a student's assignments and/or class enrollment without promoting or graduating the student, ensure that you select **Stay in the same grade**.

With **Assignments** checked, existing assignments for the selected students will be deleted from their launch pads.

With **Class Enrollment** checked, the selected students remain in the Odyssey system but do not belong to any classes. (Students retain their existing assignments—unless **Assignments** is also checked.)

NOTE If you are graduating a grade level, assignment and class enrollment deletion applies to the graduating grade level only.

- 8 When finished, click **Next**.
- 9 Confirm your settings, making any changes needed using the **Back** button.
- 10 When finished, click **Run**.
- 11 If End of Year has been run within the last six months, a warning message notes the date of the last time the tool was used. To proceed, click **OK**. Otherwise, cancel the procedure by clicking **Cancel**.
Odyssey queues the process to be run offline.
- 12 Click **Done**.

Displaying End of Year History

- 1 In the navigation bar, select **Setup>Tools** and then **End of Year**.
- 2 From the **Tools** home page, click **End of Year**.
- 3 *District administrators:* select a school in which to run End of Year and then **Next**.
- 4 Click **Show History**.
- 5 The **End of Year History** window displays a summary.

13 Data Deletion

► For School and District Administrators

CAUTION Data deletion is permanent. Ensure that the files to delete are not required or in use.

School and district administrators use the **Delete Data** tool to delete the following Odyssey items for selected students:

- **Learning activity bookmarks.** These do not include bookmarks in chapter tests or objective-based tests. By default, this item is checked.
- **Completed Odyssey Writer papers.** Papers that students have turned in to their teacher and papers that are graded by a teacher and returned to a student. By default, this item is checked.
- **Unused Odyssey Writer images.** Unused images stored in the Odyssey Writer image bank. By default, this item is unchecked.

NOTE Deleting unused files may improve performance.

Deleting Data

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** home page, click **Delete Data**.
- 3 *District administrators:* From the **Select School** screen, select a school from the dropdown and then **Next**.
- 4 From the **Select Students** screen, specify search criteria:
 - **Active** limits your search to active students.
 - **Inactive** limits your search to inactive students.
 - **Class, Grade Level, Name, and Attributes** further define your search.
- 5 When you have specified the search criteria, click **Search**.
- 6 Select the desired students from the grid and then **Next**.
- 7 From the **Options** screen, check the types of data you want to delete—**Learning Activity Bookmarks, Completed Odyssey Writer Papers, or Unused Odyssey Writer Images**—and then **Next**.
- 8 In the **Confirmation** screen, review your selections. To make changes, click **Back** until you reach the desired screen and then **Next** until you return to the **Confirmation** screen.
- 9 When finished, click **Run**.
A message informs you that the deletion will be completed within 24 hours.
- 10 Click **Done**.

A Permissions

Access to features in Odyssey Manager is based on user role. The district administrator grants special permissions to school administrator and teacher users.

► For District Administrators

Key considerations as you plan permissions in your organization are assignment and data integrity. Consider and record the following:

- Who receives the permissions?
- How many people receive those permissions?
- Which Odyssey functionality will each person be allowed to access?

NOTE Permissions for the district reports administrator are limited to district reports only and cannot be changed.

The following table summarizes how Odyssey access is set. Several Odyssey permissions are linked together. For example, if **Add Personal Information** is turned off, the **Edit Personal Information** and **Edit Subject Level Access** permissions are also turned off.

NOTE A standard user has access permission by default; a special user must be granted permission.

Functional Area	Feature	District Administrator	School Administrator	Teacher
Assignments	Saving assignments to My Assignments folder.	Not available	Not available	Standard user
	Saving assignments to My School folder.	Grants permission	Grants permission	Special user
	Saving assignments to My District folder.	Grants permission	Not available	Special user
Assessments	Using Test Builder.	Not available	Not available	Standard user
	Printing tests.	Grants permission	Not available	Special user
	Scanning test results.	Grants permission	Not available	Special user
	Using custom assessment tools.	Grants permission	Not available	Special user
	Saving test items in the school's item bank.	Grants permission	Grants permission	Special user
	Saving test items in the district's item bank.	Grants permission	Not available	Special user

Functional Area	Feature	District Administrator	School Administrator	Teacher
Odyssey Writer	Saving Odyssey Writer projects for own use.	Not available	Not available	Standard user
	Saving Odyssey Writer projects for school use.	Grants permission	Grants permission	Special user
	Saving Odyssey Writer projects for district use.	Grants permission	Not available	Special user
Tools	Importing student and teacher data.	Standard user	Standard user	Not available
	Transferring student records.	Standard user	Standard user	Not available
	Performing end-of-year tasks.	Standard user	Standard user	Not available
	Deleting data.	Standard user	Standard user	Not available
	Allocating school licenses.	Standard user	Not available	Not available
	Exporting student data.	Standard user	Standard user	Not available
Student profiles	Adding personal information.	Grants permission	Grants permission Special user	Special user
	Editing personal information.	Grants permission	Grants permission Special user	Special user
	Viewing attributes.	Grants permission	Grants permission Special user	Special user
	Editing student attributes.	Grants permission	Grants permission Special user	Special user
	Editing a student's subject and level access.	Grants permission	Grants permission Special user	Special user
	Deleting students.	Grants permission	Grants permission Special user	Special user
Class profiles	Adding and editing class information.	Grants permission	Grants permission Special user	Special user
	Adding and editing class rosters.	Grants permission	Grants permission Special user	Special user

Permissions Use Cases

Example: Review Process for Custom Test Items in a District

Consider setting Odyssey permissions as part of creating a review process for a district to develop custom test items.

- 1 Grant permission to a group of teachers to write custom test items for specific grade levels. They might save them in the Item Bank or associate them with new objectives within Objective Builder.
- 2 Grant permission to the Director of Assessment (or another designated person or group) to review the newly developed test items and objectives.
- 3 After the test items and objectives are created, the Director of Assessment may create tests that can be saved for use across the district.

Example: Sharing Objectives and Assessments Across the District

Grant permission to the Curriculum Director (or another designated person or group) to determine which objectives and assessments will be used. Centralizing this function may ensure consistency across the district.

Example: Printing Tests

NOTE To maintain the integrity of test items, it is strongly recommended that printing permissions be limited to key, strategic personnel at the district level.

A district may want to offer testing in the same format as high-stakes testing. Or, a district may want to allow large-scale testing when students' access to computers is limited.

CAUTION Do not use printed test items for instructional purposes. Using test items for instruction negates the item's ability to test an objective. Test items cannot be printed separately. Test items may only be printed in the context of a complete test.

Example: Scanning Tests

To collect accurate test scores and Odyssey prescriptions, consider granting scanning permission to one or two Teacher Specialists in each curriculum area. The Teacher Specialists may be working directly with the Accountability Director to perform the scanning and importing process (which includes a results review).

For example, School A administers a test online. School B administers the same test offline (paper version) and scans the results back into the Odyssey Manager. With the ability to print tests and scan in the results, the district can aggregate and disaggregate data simultaneously for accountability reports. As a result, both School A and School B have individualized learning paths for all students who took the test—online and offline.

B Naming Conventions

Consistent use of naming conventions across your organization is critical for tracking student and teacher information, classes, and assessment pieces.

Classes

Consistently named classes help administrators locate the classes for reporting. Additionally, class names that are consistent across the district are critical for interpreting data across the district.

NOTE To ensure that the entire class name is displayed in all reports, limit the name to no more than 35 characters.

Consider the following two best practices for class names:

Scenario	Example	Elements
A teacher is assigned to only one class, but teaches multiple subjects. This format will be used more often in the lower grade levels.	4Jones-Central	4: Grade Jones: Teacher Name Central: School Name
A teacher is assigned to more than one class and in multiple subject areas, or multiple classes of the same subject area.	MA4Smith-Westwood	MA: Subject (Math) 4: Grade Smith: Teacher Name Westwood: School Name
	MA4Smith-Westwood-ESL	MA: Subject (Math) 4: Grade Smith: Teacher Name Westwood: School Name ESL: Specialty Class ID

Tests and Assignments

Following naming conventions ensures that all users can locate tests and assignments more easily. This is especially critical when tests and assignments are shared.

For tests or assignments, the recommended naming convention is:

test creator or school name.subject.grade.topic

Consider the following example test names:

Scenario	Example	Elements
A teacher creates a test for grade 7 language arts.	Smith.RLA.7.Poetic Analysis	Smith: Test Creator RLA: Subject (Reading and Language Arts) 7: Grade Poetic Analysis: Topic
Pre and Post can be added to test names to ensure timely administration of required benchmarks.	PUSD.MA4.Fractions-Pre-test	PUSD: School Name MA: Subject (Math) 4: Grade Fractions-Pre-test: Topic
	PUSD.MA4.Fractions-Post-test	PUSD: School Name MA: Subject (Math) 4: Grade Fractions-Post-test: Topic

Reports

When saving reports settings, predetermined naming conventions allow users to locate a specific report quickly.

NOTE To ensure that the entire name is displayed in a report, limit the report name to no more than 45 characters.

For reports, the recommended naming convention is:

group date data student-group

Consider the following example report names:

Example	Elements
Westwood 082004 – Math Gains on B1-6 on T1	Westwood: Group (Westwood Elementary) 082004: Date (August 2004) Math Gains on B1-6: Data (Math Benchmarks 1-6) T1: Student Group (Title 1)
Sunset Dist Nov04 – Geometry overview – M-FRL	Sunset Dist: Group (Sunset Valley District) Nov04: Date (November 2004) Geometry overview: Data (Geometry Objectives) M-FRL: Student Group (Male, Free/Reduced Lunch)

Transfer Files

Transfer files are created when students transfer into, out of, or between schools.

NOTE Limit the transfer file name to no more than 35 characters.

Use the following naming convention when naming files created during the transfer process.

school name_data type_ transfer direction_date

Consider the following example transfer file name:

Example	Elements
Lakeview_Students_Out_1-23-05	Lakeview: School Name Students: Data Type. Other data types include assignments and assessments. Out: Direction. Direction may also be In and Between. 1-23-05: Date

Test Items

Because custom test items are typically created for a variety of purposes, include a portion of both the question and the answer. This strategy assists in both linking the item to objectives and analyzing data from reports.

If you are creating a custom test item for a specific objective in a district-wide assessment, use part or all of the objective code in the name of the item. In the following example, it is immediately clear that the test item belongs to the objectives:

Objective	Item
RLA.7_1.2.01_Analyze word choice	RLA.7_1.2.01.01_persuasive language

Objectives

Standard sets include three levels of hierarchy, from top to bottom: strand, substrand, and objective.

Numbering strands and substrands and adding a subject code to the objective are recommended. You can use a similar format to your state standards or develop a new convention based on custom district curriculum. Consider using the following format to name an objective:

Subject.Grade Level_Strand.substrand code.objective number_ Shortened Objective

Using this naming convention, the standard set is written as follows:

Strand: 1 Reading Analysis

Substrand: 1.1 Informational Texts

Objective: RLA.7_1.1.01_Analyze word choice

Substrand: 1.2 Poetry

Objective: RLA.7_1.2.01_Analyze word choice

C Data Import Checklists

Use the following checklists to prepare for using the **Import** tool to import student and teacher data into CompassLearning Odyssey.

NOTE If you require assistance, please contact Customer Support.

Importing Teacher Data into Odyssey

Who is responsible for providing the teacher data?

Name _____

Phone number _____

Email address _____

Form completed by _____

1	Does the school have a unique school code?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>A unique school code minimizes duplicate user names when importing. If requesting a change to the code, enter the new code here:</p> <p>NOTE: Ensure that you provide the school code to CompassLearning and the change is made before you import data. Odyssey cannot determine whether a school code is in use by another site.</p>
2	Does the data file contain these required columns: User Name , Password , First Name , Last Name , and Grade ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>These columns are required to complete the import process. If the import file does not contain data in these required columns, the import will fail.</p>
3	Is each value in the User Name column unique?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>User names can be up to 30 characters in length and must be unique. Avoid using special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; or punctuation marks.</p> <p>Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephdsmith).</p>
4	Does each password contain a minimum of two letters and two numbers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Teacher passwords must contain a minimum of two letters and two numbers and can be up to 30 characters in length. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; periods.</p> <p>Passwords are not required to be unique.</p>
5	Do the First Name and Last Name columns contain special characters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>First and last names can be up to 30 characters in length.</p> <p>Avoid using special characters, such as @ ' " % \$ ~ ! _ ~ etc.; accents; or punctuation marks.</p>

6	Have you copied the data into the teacher import template file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	To download an import template file, log into Odyssey Manager as a school or district administrator user and select Content>Resources . The student and teacher import files are located in the Support section of this page. You may also email Customer Support at support@compasslearning.com .
7	Have you copied the data into a customer-created CSV file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Have you copied the data into a file type other than CSV?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , please note the file type here:
9	Will teachers need to be able to share assignments they create with other teachers in the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the My School column must contain Y or y . This setting lets teachers save their assignments to the My School folder so that other teachers in the school can access the assignments.
10	Will teachers need to be able to share their assignments with other teachers in the school district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the My District column must contain Y or y and the school must be in a district. This setting lets teachers save their assignments to the My District folder so that teachers at other schools within the same district can access the assignments.
11	Does the data file include email addresses for teachers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Email column can contain any valid email address.
12	Will teachers need to be able to use the school's custom assessment features in Odyssey Manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the School Custom Assessment Features column must contain Y or y . Additionally, the school must be licensed for custom assessment features.
13	Will teachers need to be able to use the district's custom assessment features in Odyssey Manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the District Custom Assessment Features column must contain Y or y . Additionally, the school must be licensed for custom assessment features and be in a district.
14	Will teachers need to be able to print printable objective-based tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Print Tests column must contain Y or y . Additionally, the school must be licensed for printing/scanning.
15	Will teachers need to be able to scan in results for objective-based tests administered offline?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Scan Results column must contain Y or y . Additionally, the school must be licensed for printing/scanning.
16	Will teachers need to be able to create custom Odyssey Writer projects for the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the School Odyssey Writer Project column must contain Y or y . This setting lets other teachers in the school access the custom Odyssey Writer projects.
17	Will teachers need to be able to create custom Odyssey Writer projects for the district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the District Odyssey Writer Project column must contain Y or y . Additionally, the school must be in a district. This setting lets other teachers in the school district access the custom Odyssey Writer projects.
18	Will teachers need to be able to edit a student's Personal Information in the student's profile?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Edit Personal Information column must contain Y or y .
19	Will teachers need to be able to add Personal Information to a student's profile?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Add Personal Information column must contain Y or y .
20	Will teachers need to be able to view a student's attributes in the student's profile?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the View Attributes column must contain Y or y .
21	Will teachers need to be able to edit a student's attributes in the student's profile?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Edit Attributes column must contain Y or y . With this setting, the View Attributes column must also be set to Y or y .
22	Will teachers need to be able to edit a student's subject-level access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Edit Subject Level Access column must contain Y or y .

23	Will teachers need to be able to delete a student from the school's account?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Delete Students column must contain Y or y .
24	Will teachers need to be able to add or edit class names?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Add Edit Class Information column must contain Y or y .
25	Will teachers need to be able to add or edit class rosters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Add Edit Class Rosters column must contain Y or y . Please list class(es) here:
26	Are you adding a new class for each teacher?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , the Classes column must contain the name of the class. NOTE: You can create one new class per teacher through the import. To create additional classes for a teacher, use the Setup module in Odyssey Manager.
27	Will teachers from multiple schools be included in the import file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Use the Lab Number column to import teachers into the Lab Number school. The Lab Number column must contain the Lab Number for the destination school, with an entry for each teacher record. NOTE: An empty cell in the Lab Number column causes the import to stop or fail. If you do not use the Lab Number column, a separate import file is required for each school. If you are importing data for an individual school—logged in as a school administrator, for example—delete the empty Lab Number column from the data file. School administrators will perform data imports for individual schools only. Typically, district administrators will perform data imports for multiple schools, requiring Lab Number values.
28	Is Operation Type specified for each teacher?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you do not specify an Operation Type , Odyssey examines existing records and, for each line in the import file, adds a new, unique record or updates an existing record. If you specify Operation Type , use one of the following values: <ul style="list-style-type: none"> • A or a for add. If Odyssey finds an existing, matching teacher record, that line in the import file is not processed. • D or d for delete. Exercise caution when you use the delete operation. The delete operation cannot be undone. • U or u for update. If Odyssey does not find an existing, matching record, that line in the import file is not processed.

Importing Student Data into Odyssey

Who is responsible for providing the student data?

Name _____

Phone number _____

Email address _____

Form completed by _____

1	What type of licensing was purchased?	<input type="checkbox"/> Concurrent licensing	<input type="checkbox"/> Subscription licensing
2	If subscription licensing, does the import file contain only the number of records equal to the number of subscription licenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Does the school have a unique school code?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>A unique school code minimizes duplicate user names when importing. If requesting a change to the code, enter the new code here:</p> <p>NOTE: Ensure that you provide the school code to CompassLearning and the change is made before you import data. Odyssey cannot determine whether a school code is in use by another site.</p>
4	Does the data file contain these required columns: User Name , Password , and Grade ? Are First Name and Last Name included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>User Name, Password, and Grade are required to complete the import process. If the import file does not contain data in the User Name, Password, and Grade columns, the import will fail.</p> <p>Values in the First Name and Last Name columns are strongly recommended for generating meaningful reports with Odyssey Manager.</p>
5	Are you using the NWEA Test Translator with Odyssey?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If Yes, for the NWEA test import to be successful, each student's record in the import file must include the student's unique school ID in the Student School ID column.</p>
6	Does the User Name column contain special characters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>User names can be up to 30 characters in length.</p> <p>Avoid using special characters, such as @ ' " % \$ ~ ! _ ~ etc.; accents; or punctuation marks.</p> <p>Consider using the Student School ID for the user name.</p> <p>Simple user names—such as first initial and last name (e.g., jsmith)—are more likely to cause problems (because of duplicates) during the import than full names (e.g., josephdsmith).</p>
7	Does the Password column contain special characters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Passwords may be as short as a single character or up to 30 characters in length.</p> <p>Passwords cannot contain special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; accents; or punctuation marks.</p>
8	Do the First Name and Last Name columns contain special characters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>First and last names can be up to 30 characters in length.</p> <p>Avoid using special characters, such as @ ' " % \$ ~ ! _ ~ etc.; accents; or punctuation marks.</p>
9	Have you copied the data into the student import template file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>To download an import template file, log into Odyssey Manager as a school or district administrator user and select Content>Resources. The student and teacher import files are located in the Support section of this page. You may also email Customer Support at support@compasslearning.com.</p>
10	Have you copied the data into a customer-created CSV file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11	Have you copied the data into a file type other than CSV?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , please note the file type here:
12	Is each student's Student School ID unique?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Each student's Student School ID must be unique and can be up to 256 characters in length. An example of a common value is the student's social security number. No special formatting is required. Values for the Student School ID column are optional. NOTE: For sites using the NWEA External Assessment System, the Student School ID is required.
13	Are you importing SIF Provided Student ID numbers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Are the SIF numbers correctly formatted and unique for each student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SIF numbers are created by a program and cannot be manually created. SIF Provided Student ID numbers must be unique and 36 characters in length with four embedded dashes, as in the following example: OCE365AD-D45E-44d1- 83E1-31479CAF2F76F
15	Will you include a Parent User Name and Parent Password for parents to view their child's progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If a parent has more than one child registered in Odyssey, the parent's User Name must be unique for each child. Passwords cannot contain special characters, such as @ ' " % \$ ~ ! - _ ~ etc.; accents; or punctuation marks.
16	Does the import file include values for the Gender column?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For male, enter M or m . For female, enter F or f . Values for the Gender column are optional.
17	Does the import file contain values for the ethnicity columns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The import template file has six separate columns for ethnicity. For each student, only one of the six columns can contain a value. Enter a Y or y in the column that corresponds to the student's ethnicity. Any other characters and empty cells are ignored.
18	Does the import file include values for other attributes, including (but not limited to) Title I Math , Physically Challenged , or After School ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enter a Y or y in the appropriate column. Other characters and empty cells are ignored.
19	Are the intervention tier levels in the import file correctly formatted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enter 1 , 2 , or 3 in the Intervention column. Other characters and empty cells are ignored.
20	Do you want students to be assigned to a class?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Use the Class Name column to import the students into the Class Name class at the destination school. The Class Name class must exist at the destination school.

21	Will students from multiple schools be included in the import file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Use the Lab Number column to import students into the Lab Number school. The Lab Number column must contain the Lab Number for the destination school, with an entry for each student record.</p> <p>NOTE: An empty cell in the Lab Number column causes the import to stop or fail.</p> <p>If you do not use the Lab Number column, a separate import file is required for each school. If you are importing data for an individual school—logged in as a school administrator, for example—delete the empty Lab Number column from the data file. School administrators will perform data imports for individual schools only. Typically, district administrators will perform data imports for multiple schools, requiring Lab Number values.</p>
22	Is Operation Type specified for each student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If you do not specify an Operation Type, Odyssey examines existing records and, for each line in the import file, adds a new, unique record or updates an existing record.</p> <p>If you specify Operation Type, use one of the following values:</p> <ul style="list-style-type: none"> • A or a for add. If Odyssey finds an existing, matching student record, that line in the import file is not processed. • D or d for delete. Exercise caution when you use the delete operation. The delete operation cannot be undone. • U or u for update. If Odyssey does not find an existing, matching record, that line in the import file is not processed. • T or t for transfer. Use this value only if you are preparing the file to use with Odyssey's auto import tool.

D Import Client

The CompassLearning import client checks for the following types of data to import into Odyssey Manager:

- External test results
- Teacher and student records

When you install the client, you will specify the frequency at which the client performs automatic checks. When the client performs a check and data is available, the client initiates an import.

Installing the Import Client

You can install the import client from the Odyssey Manager media or from the Customer Support website.

- 1 *If you are installing from media:* Insert the Odyssey Manager media into the drive and do one of the following:

- If the Update Odyssey query appears, click **No** to stop the Odyssey update.
- If the Odyssey **Setup Welcome** window appears, click **Cancel** to stop the Odyssey setup.

Next, on the media, navigate to the **ImportClientSetup** folder and open the folder to locate the **Setup** executable.

- 2 *If you are installing from the Customer Support site:* Open a browser window and browse to this location:

<http://support.compasslearning.com/filecenter/download/178.asp>

From the Support site, download the file to your desktop.

- 3 Double-click the **Setup** executable.
- 4 From the **Welcome** screen of import client setup wizard, click **Next**.
The **License Agreement** screen is displayed.
- 5 To agree to the terms and continue with the installation, select **I agree** and then click **Next**.
- 6 From the **Configuration Settings** page, in the **Web Services Location** field, enter the URL for the location of the Odyssey installation.
- 7 Note the default setting for **Time to execute** and **Time Interval**.
The import client performs an automatic check for downloads every 10 minutes for one hour starting at 1:00 A.M. every day. You may change the default settings, if desired.
- 8 Change the **Data and Log** folder location to the path of your **Inbound** folder.
- 9 When finished, click **Next**.
- 10 Accept the installation folder destination, and click **Next**.
- 11 At the **Confirm** page, click **Next** to start the installation.
The process installs a Windows client and a Windows service.
- 12 At the **Installation Complete** page, click **Close**.

- 13 *If you are installing from media:* Remove the Odyssey Manager media from the drive.
- 14 From the **Start** menu, select **Programs>CompassLearning Tools>Import Client**.
On first use of the client, you must log in with an administrator user name, password, and school code.
- 15 Log in with the district administrator user name, password, and school code.

Changing the Import Client Configuration

- 1 From the **Start** menu, select **Programs>CompassLearning Tools>Import Client**.
- 2 From the import client tool, from the **Tools** menu, choose **Configure**.
- 3 Make the desired changes, and click **Save Settings**.

Importing NWEA Test Results

- 1 Ensure that the NWEA test results file name includes **CL**.
- 2 Save the CSV file to the directory configured to be the source directory for inbound files.
The import client checks for files automatically. The default setting is every 10 minutes for one hour starting at 1:00 A.M.

Managing Student and Teacher Records

To use the import client to automatically add, delete, or update student or teacher records, prepare the student or teacher import CSV file. Additionally, you may transfer student records with the tool. To ensure that your import file is in the proper format, use the **Studentimport** or **Teacherimport** template on the **Resources** page under **Support**. The template CSV file is packaged in a separate zipped directory along with a checklist with directions on use. See also **Teacher and Student Data Import** on page 224.

Depending on the desired operation, you will use one of the following values in the **Operation Type** field of the student import CSV file:

- **A** or **a** for add. If Odyssey finds an existing, matching student record, that line in the import file is not processed.
- **D** or **d** for delete. Exercise caution when you use the delete operation. The delete operation cannot be undone.
- **U** or **u** for update. If Odyssey does not find an existing, matching record, that line in the import file is not processed.
- *Student records only:* **T** or **t** for transfer. Use this value only if you are preparing the file to use with Odyssey's auto import tool.

Importing student records with the import client

- 1 Using a student import template, populate the file with the students' information, remembering that each student record must have a unique student ID.
- 2 In the CSV file, replace the **Lab Number** column header with **Account ID**.

- 3 Populate the **Account ID** column with the school's unique ID. If your school does not already have a unique ID, you can create one. See [Creating a Local School ID Code on page 216](#).

BEST PRACTICE Use a four-digit number for your local school ID.

- 4 Rename the CSV file to include **student** and the account ID in the name.
 - 5 Save the CSV file to the directory configured to be the source directory for inbound files.
- The import client checks for files automatically. The default setting is every 10 minutes for one hour starting at 1:00 A.M.

Importing teacher records with the import client

- 1 Using a teacher import template, populate the file with the teachers' information.
- 2 In the CSV file, replace the **Lab Number** column header with **Account ID**.
- 3 Populate the **Account ID** column with the school's unique ID. If your school does not already have a unique ID, you can create one. See [Creating a Local School ID Code on page 216](#).

BEST PRACTICE Use a four-digit number for your local school ID.

- 4 Rename the CSV file to include **teacher** and the account ID in the name.
 - 5 Save the CSV file to the directory configured to be the source directory for inbound files.
- The import client checks for files automatically. The default setting is every 10 minutes for one hour starting at 1:00 A.M.

E Offline Tests

NOTE To access the Odyssey offline testing features, a site must be licensed for offline tests and a teacher must have permission to print tests and scan results.

► For Teachers

Odyssey includes offline testing capability, letting teachers administer printed objective-based tests and then scan the results into Odyssey. Learning paths are then automatically given to students based on the scores that are imported into the system.

BEST PRACTICE After completing an assignment with an offline objective-based test, do not edit the assignment to make the objective-based test online. Instead, make a copy of the assignment.

Objective-based tests meeting certain requirements can be printed and administered offline. The results are imported into Odyssey.

For an assignment to be offline, it must contain one and only one objective-based test. The test must:

- Contain only multiple-choice test items.
- Not be randomized.
- Not contain test items that have audio.

NOTE The results for a test administered offline are displayed in reports and the Student Portfolio only after those results are imported into the system. If a learning path is given based on a student's score, it will be displayed on the student's launch pad only after the test results are imported.

Administering Offline Tests

Administering an offline test includes the following general tasks:

Task 1: Create an Assessment to be Administered Offline below

Task 2: Administer Test on page 269

Task 3: Scan Test Results on page 269

Task 4: Import Offline Test Results on page 269

Task 1: Create an Assessment to be Administered Offline

- 1 Using Test Builder, create a custom objective-based test, remembering that **Randomize Items** must be turned off. For complete instructions, see [Building a Custom Objective-based Test on page 75](#).
- 2 Print the test. See [Printing an Assessment for Review on page 78](#).
- 3 Assignment Builder should be open. To finalize the assignment, click **Complete Assignment**.

NOTE The results for a test administered offline are displayed in the Student Portfolio only after those results are imported into the system. If a learning path is given based on a student's score, it will be displayed on the student's launch pad only after the test results are imported.

- 4 Finalize the assignment, remembering to **Make objective-based test offline**. See [Task 3: Finalize the Assignment on page 53](#).

Task 2: Administer Test

Using the test you printed and the NCS Pearson Answer Sheet (No. 221666), administer the test. Students bubble in their names, other identifiers, and answers on the scannable sheets.

Task 3: Scan Test Results

Run the scan sheets through the Scantron[®] ScanMark ES2260™ scanner. The scanner digitizes the information and saves it to a text file on the host computer.

NOTE The CLOScanTool must be installed.

Task 4: Import Offline Test Results

Teachers can upload the results of objective-based tests that have been scanned into Odyssey Manager.

- 1 In the navigation bar, select **Setup>Tools**.
- 2 From the **Tools** home page, click **Import Offline Test**.
- 3 The **Select Offline Test** screen displays assignments containing offline tests. Select the desired test and then **Next**.

NOTE Even if the same test is in more than one assignment, the test name is displayed only once. You will choose the desired assignment in a later step in the wizard.

- 4 From the **Upload File** screen, **Browse** to the Scantron file associated with the desired test. This file was created by from the Scantron forms.
- 5 From the **Choose File** dialog box, select the file and then click **Open**.

The **Upload File** screen displays the path and file name in the **File to import** field.

- 6 Verify that the correct path and file name are displayed, and then click **Next**.
The **Preview Results** screen displays the test results.
- 7 If the same test is in more than one assignment, all assignments will appear and student names will be duplicated. Check students for the assignment associated with the results file you selected in step 4. Uncheck all other students.
- 8 The Information column notes errors the scan encountered. To learn how to correct an error, see **Scan Errors** below.
- 9 When finished, click **Import**.

CAUTION No changes can be made after the results file has been imported.

A confirmation screen displays the number of students imported and the number, if any, that failed to import. For failures, a list appears, with an explanation of each failure.

- 10 Click **Close**.

Scan Errors

The **Preview Results** screen displays test results and lets you correct any scan errors.

Import Assignment Results

1 Select Offline Test 2 Upload File 3 Preview Results 4 Confirm Import

The following data was retrieved from your file and is ready to be imported. Please review the results and verify the information. You may fix student results by clicking on the **Edit** button. Deselect any students you do not wish to import.

Click **Import** when ready.

Select	Student Name	Assignment	Information	Answers
<input checked="" type="checkbox"/>	SMITH NANCY S	Offline Test 1	Edit	A,A,B,C,B,D,B,C,B,C,A,D
<input type="checkbox"/>	DONNELLY MARY BETH		Edit Student not found	A,B,C,C,C,C,B,C,B,C,C,C
<input checked="" type="checkbox"/>	RIZZUTO MAURICE	Offline Test 1	Edit	A,A,A,E,C,B,D,B,C,A,A,A,I
<input type="checkbox"/>	SINDELAR VICKI		Edit Student not found	A,A,A,C,C,D,C,B,B,A,A,A,I
<input checked="" type="checkbox"/>	MILLER SUZANNE	Offline Test 1	Edit	A,D,A,D,C,D,D,C,C,D,A,D
<input checked="" type="checkbox"/>	PERKINS PAIGE	Offline Test 1	Edit	A,B,C,D,C,B,A,B,C,A,C,A,C
<input type="checkbox"/>	DONNELLY MARY BETH		Edit Student not found	D,C,C,B,B,C,B,C,C,B,C,B,C

Scan errors may include the following:

Name format incorrect. Name may contain no spaces or too many spaces.

Student name is not unique. Student names must be unique.

Student not found.

Student failed to bubble in full name.

This student is not assigned.

Multiple assignments.

Other anomalies are denoted in the Answers column. See above image.

Missing answer. Counted as incorrect.

Student answered E on a four-answer item. Counted as incorrect.

Answer cannot be determined (*). Counted as incorrect. If you can discern the student's intent from the answer sheet, you can use the **Edit** link to supply the answer.

Correcting Scan Errors

To correct a scan error, complete these steps:

- 1 From the **Preview Results** screen of the **Import Offline Test** tool, click the desired **Edit** link.

The **Edit Assignment Results** dialog box is displayed.

Edit Assignment Results

File Name: C:\Documents and Settings\jgroves\My Documents\Odyssey80\CLOResult.txt

User Name:

Type Student Name
or select from list:

Edit Answers:

	A	B	C	D
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 2 Correct any student name errors.

Odyssey generates a list of user names, attempting to match known names to an indeterminate name. Selecting a name from the dropdown displays the name in the **User Name** field.

- 3 Correct any indeterminate scores.

If a test item has no answer, the student did not answer the question; filled in more than one answer; or chose E as an answer.

- 4 When finished, click **OK**.

You are returned to the **Preview Results** screen.

- 5 To complete the import, click **Import** and then **Close**.

F Test Translator

► For School and District Administrators

The CompassLearning Test Translator allows district and school administrators to import NWEA and state external assessment scores, report on the imported data, and prescribe content based on the scores.

CompassLearning and NWEA

CompassLearning and Northwest Evaluation Association (NWEA), a nonprofit organization, have created an alliance that provides educators with assessment, curriculum, and data management solutions aligned to state and national standards. Together, they provide quality assessment solutions through a combination of formative, summative, criterion-referenced, and norm-referenced tests, offering comprehensive information about student performance and engaging curriculum to help students and teachers succeed.

NWEA assessments measure the academic growth of a student or group of students over time using the **RIT scale**. The RIT scale refers to the Rasch unit, a measure scale developed to simplify the interpretation of test scores. The RIT scale employs equal intervals; a change of one unit indicates the same change in growth, regardless of numerical values.

NWEA's **Measures of Academic Progress** (MAP) is a computerized adaptive assessment program that allows teachers to quickly place students on the appropriate learning path. Educators have accurate data that can be used to:

- Identify the skills and concepts individual students have learned.
- Diagnose instructional needs.
- Make data-driven decisions at the classroom, school, and district levels.
- Place students into appropriate instructional programs.
- Monitor academic growth over time.

MAP-normed tests automatically adjust to each student's performance level, providing precise placement of students on a continuum of skills in reading, math, and language arts, independent of grade level.

The CompassLearning–NWEA alliance allows educators to move between NWEA's assessments and CompassLearning Odyssey's curriculum, enhancing the learning experience for all students. The assessments allow teachers to help not only those children who are working within their respective grade levels, but also those whose skills are far below or above grade level. The combination of these two solutions ensures that educators have the information and resources required to make sound assessment, instruction, and curriculum decisions at the school and district levels.

System Requirements

If your site is licensed for NWEA External Assessment and will be using the automated data upload feature, ensure that Microsoft .NET Framework 2.0 and WSE 3.0 are installed on the machine used for uploading. The .NET Framework requires a Windows operating system. It is not applicable to Mac computers.

Installing the NWEA Data Agent

The NWEA Data Agent is a required utility installed at the customer's site for use by NWEA to periodically upload external test data files to customers who have purchased NWEA licensing and submitted a school roster to NWEA. The uploaded files are used by the CompassLearning import tool for importing the test data into Odyssey Manager.

NWEA provides CompassLearning with two ZIP files to be used for installing the Data Agent. The ZIP files are available at

<http://support.compasslearning.com/filecenter/download/180.asp>

Because the NWEA Data Agent runs as a service, install it on a supported workstation or server that remains on at all times to be able to receive uploads from the host server at NWEA.

Preparing for the Installation

- 1 At the designated computer, log in as a user with administrative privileges.
- 2 Create a temp folder from which you will run the installation. Use an easily identifiable name, such as **tempnwea**. This folder can be deleted after the installation is completed.

NOTE All installation builds have the same name. To keep the installation builds separate, create a separate temp folder for each build. For example: **nweaupload1**, **nweaupload2**, and so on.

- 3 Open a browser window and browse to this location:
<http://support.compasslearning.com/filecenter/download/180.asp>
- 4 Download the following ZIP file to your desktop:
NWEADataAgentSetup.zip
- 5 Continue the installation by completing these tasks:
 - **Task 1: Installing the Data Agent Core** below
 - **Task 2: Installing the File Mover Plug-in** on page 274

Task 1: Installing the Data Agent Core

- 1 Unzip **NweaDataAgentSetup.zip** to the desktop or to a temp folder you created for the installation.
- 2 From the desktop or the temp folder you created, open the **update_core_m-d-y** folder and double-click the **update.exe** file.

The **Update Manager** window displays a progress bar and all the installation steps as the Data Agent Core is installed.

When the installation is complete, the **Update Manager** window closes and you will see a blue icon in the system tray. The diagonal line in the icon indicates that the service needs to be authenticated.
- 3 Right-click the **NWEA Data Agent** icon in the system tray and select **Properties**.
- 4 From the **NWEA Agent Manager Properties** dialog box, enter the account number and password provided by NWEA, and click **Authenticate**.

- 5 When the **Status** is **Authenticated**, click **OK**.

The installation creates inbound and outbound folders in the **C:\nwea directory**, where they can be cleaned out by technical staff or another application. Use the **File Mover** plug-in to move the inbound and outbound folders to a secure location on the local hard drive.

Task 2: Installing the File Mover Plug-in

- 1 From the desktop or the temp folder you created, open the **update_FileMover_m-d-y** folder and double-click the **update.exe** file.

NOTE When the installation is complete, a second **NWEA Data Agent** icon may appear in the system tray, but it disappears when you mouse-over one of the icons.

- 2 Right-click the **NWEA Data Agent** icon in the system tray and select **Properties**.
- 3 From the **NWEA Agent Manager Properties** dialog box, click the **File Mover** tab.
- 4 In the **Value** column, change the path for the **Inbound** and **Outbound** folders to the desired parent folder on the local hard drive and then **OK**.

Configuring the NWEA Data Agent

Configuring the Data Agent Scheduler

- 1 Right-click the NWEA icon on your **Task Manager** bar and select **Properties**.
- 2 From the **NWEA Agent Manager Properties** dialog box, click the **Schedule Manager** tab.
- 3 To schedule the **FileMover** for an unattended operation, you will add three lines to the **config** page.
 - To add a line, click the last cell in the **readOnly** column.
 - Click in the last cell in the **Key** column.
 - Enter these three additional lines, as shown in the following table:

Key	Value	readOnly
ScheduleManager.commandString3	PROCESSFILEMOVES	False
ScheduleManager.componentNameString3	FileMoverDataProcessor	False
ScheduleManager.intervalMinutes3	60	False

- 4 When finished, click **OK**.

The **FileMover** operation will initiate every 60 minutes.

Validating the FileMover Operation

- 1 Right-click the NWEA icon on your **Task Manager** bar and select **Properties**.
- 2 From the **NWEA Agent Manager Properties** dialog box, click the **File Mover** tab.
- 3 Take note of the folder paths configured for both **InboundFolder** and **OutboundFolder**.
- 4 Create a small text file and save it in the folder that was configured for the **OutboundFolder**.

- 5 To initiate the **FileMover** operation, right-click the NWEA icon on your **Task Manager** bar and select **Plug-ins>Move Files**.

When the operation completes, a message on your **Task Manager** bar informs you that the operation finished.

Importing External Test Data

You will use one of two tools to import external test data into Odyssey Manager. The following sections describe these two processes.

- **Importing Data with Odyssey Manager** below. The NWEA and State Test Data tools are included in Odyssey Manager if your site is licensed for NWEA and state assessment data.
- **Importing Data with the Import Client** on page 276. For enterprise customers, the import client is available from the Odyssey Manager media. Enterprise and hosted customers can download the client from the CompassLearning Support site. The import client must be manually installed and configured. See **Import Client** on page 265.

After external test data is imported, students and teachers can log in to see assignments. If the school is in a district, the assignments are stored in the **My District** folder in the Assignment Archive, with the district administrator as the owner of the assignment. If the school is not in a district, the assignments are stored in the **My School** folder.

NOTE When you search for assignments by goal in the Assignment Archive, Odyssey lists the search results by goal name. If separate tests share the same goal, more than one search result may share the same name, when, in fact, they are not duplicates.

Importing Data with Odyssey Manager

Depending on the test data you are importing, you will use the **NWEA** or **State Test Data** tool. These tools transfer external test data into the Odyssey system.

- 1 Log into Odyssey Manager as a school or district administrator user.
- 2 Select **Setup>Tools**.
- 3 At the **Tools** home page, click **NWEA Test Data** (or **State Test Data**).
- 4 Click **Import**.
- 5 *District administrators:* Specify the target school for the import. The test data will be imported into the school you specify.

From the **Select School** dropdown list, select the desired target school and then **Next**.

OR

Click **School is specified in the file to be imported** and then **Next**.

- 6 From the **Select File** screen, click **Browse** to locate the file you want to import.
By default, NWEA test data files are downloaded to **C:\nwea\inbound** as ZIP or XML files. Your data agent configuration may be different.
- 7 Double-click the desired file.
- 8 With the file name and path displayed in the **File to Import** field, click **Next**.

- 9 From the **Select Profile** screen, select the desired profile. To display profile details, click the magnifying glass for the profile.
- 10 When finished, click **Next**.
- 11 From the **Select Error Option** screen, select one or multiple error options. If you choose to ignore all errors, the import will succeed, but the import status on the **History** page will not indicate if errors were encountered during the import. To view all errors, generate a Test Translator Import Log from the **Reports** module.
- 12 Specify how Odyssey will manage previous NWEA (or state) assignments.

Keep all existing assignments leaves all of the existing NWEA (or state) assignments—both started and not started—that students already have on their launch pad. Selecting this option may result in students having duplicate assignments—for example, if the new import includes assignments that were assigned in previous imports. Use this option to keep all assignments from previous imports.

NOTE In previous Odyssey versions, this option was labeled: **Don't unassign any old assignments**.

Remove all existing assignments removes all of the existing assignments—both started and not started—that students already have on their launch pad. Use this option when you want students to work on just the assignments from the import—not retain existing assignments from previous imports.

NOTE In previous Odyssey versions, this option was labeled: **Unassign all students' uncompleted assignments**.

Remove assignments with the same goal and RIT range (or learning proficiency) removes only those existing assignments—both started and not started—that have the same goal and RIT range (or learning proficiency) as the assignments in the current import. Use this option when you want to selectively replace existing assignments with those in the current import that match the goal and RIT range (or learning proficiency).

NOTE In previous Odyssey versions, this option was labeled: **Unassign students' similar uncompleted assignments**.

- 13 When finished, click **Next**.
- 14 From the **Final** screen, review the data to be imported and then click **Finish**.
- 15 A message indicates that the upload was successful. Click **OK**.

Odyssey sends the upload to be processed offline. To display status, see [Displaying Upload History](#) on page 277.

Importing Data with the Import Client

The import client performs an automatic check for downloads every 10 minutes for an hour starting at 1:00 A.M. (or at another time and interval that you specify) every day. If external assessment data is available during the automatic checks, it will be downloaded at that time.

To run the import client manually between automatic checks, complete these steps:

- 1 From the **Start** menu, select **Programs>CompassLearning Tools>Import Client**.
- 2 If you are using the tool for the first time, you are asked to log in with a school or district administrator user name, password and school code.
- 3 From the import client menu, select **Import>External Assessment**.
The **Load External Assessment** dialog box is displayed.
- 4 From the **Load Type** dropdown menu, select **NWEA (or State)**.
- 5 Browse to the file that you want to upload.
- 6 Click **Start**.

Odyssey sends the upload to be processed offline. When the upload is completed, a message is displayed in the taskbar. To display status, see **Displaying Upload History** below.

Displaying Upload History

- 1 Log into Odyssey Manager as a school or district administrator user.
- 2 In the navigation bar, select **Setup>Tools**.
- 3 At the **Tools** home page, click **NWEA Test Data** (or **State Test Data**).
- 4 Click **Show History**.

The status of the upload is displayed.

- 5 To view status details, click the status link of the upload.

NOTE A status of **Completed** may not signify that the import completed successfully. Ensure that you verify the Test Translator Import Log (**Reports>Test Translator>Test Translator Import Log**).

Import Error Messages

Error message	Description
School <i>SchoolName</i> , being processed in the file, does not exist or does not have permission to execute EAS process.	The school does not exist in the Odyssey system or does not have permission to run the import process.
Process has been aborted. The only school <i>SchoolName</i> to be processed was not found. Please correct data in the file and then try again.	Processing only one school and the school name does not match, or the school listed did not purchase NWEA.
School Name: <i>SchoolName</i> : Student ID: <i>StudentID</i> not found in database.	<ul style="list-style-type: none"> The student exists in the XML file but not in the Odyssey system. The ID number is mismatched. The student has no ID number in Odyssey. The student has been transferred to a different school within the district.
School <i>SchoolName</i> has 999 students not in the system. To import select Ignore student errors. Students missing: <i>Student1</i> , <i>Student2</i> , <i>Student3</i> ...	The number of students not in the Odyssey system exceeds the allowed number of errors.
RuleSet corresponding to School Name: <i>SchoolName</i> : Student ID: <i>StudentID</i> : Test Name: <i>TestName</i> has either not been selected or was not present within Test Translator wizard.	Odyssey does not support all NWEA tests. If there are questions on whether this test is supported, contact Customer Support.
Goal Name: <i>GoalName</i> corresponding to the School Name: <i>SchoolName</i> : Student ID: <i>StudentID</i> : Test Name: <i>TestName</i> either does not match with the ruleset of corresponding test or does not exist in the database.	The goal name in the file does not exist in the Odyssey system.
LP Assignment <i>LPAssignmentName</i> does not exist in the database.	The assignment to be given to the student was removed from the system.
Process has been aborted due to the number of items processed with errors exceeding the maximum allowed errors. Please correct data in the file and then try again.	The Test Translator process stopped due to errors exceeding the maximum allowed.

Aligning NWEA Test Names

CAUTION Before using the Test Name Aligner, consult with CompassLearning Support. All changes made with this tool are permanent and if incorrect could adversely affect future imports.

NWEA and Odyssey test names must be aligned for Odyssey to assign the appropriate assignments based on the goal name and RIT range of the NWEA test. Use the Test Name Aligner to match NWEA test names with Odyssey test names.

Aligning NWEA Test Names with Odyssey Test Names

- 1 Log into Odyssey Manager as a school or district administrator user.
- 2 In the navigation bar, select **Setup>Tools**.
- 3 At the **Tools** home page, click **NWEA Test Data**.

- 4 Click **Test Name Aligner**.

A warning message is displayed, advising you that changes made to test names cannot be reversed.

- 5 To continue, click **OK**.

The **Tools** screen displays the aligned tests for the selected state and version.

- 6 From the **System Test Name** dropdown, select a system test. This is the name of the test in Odyssey.

- 7 In the **NWEA Test Name** field, enter a new NWEA test name. This is the name of the test in the XML file that does not match the system name.

- 8 To align the test names, click **Add**.

NOTE Clicking **Cancel** returns you to the **Tools** screen for NWEA.

The newly added NWEA test name is displayed in the grid.

Deleting a Test Name Alignment

- 1 Log into Odyssey Manager as a school or district administrator user.

- 2 In the navigation bar, select **Setup>Tools**.

- 3 At the **Tools** home page, click **NWEA Test Data**.

- 4 Click **Test Name Aligner**.

A warning message is displayed, advising you that changes made to test names cannot be reversed.

- 5 To continue, click **OK**.

The **Tools** screen displays the aligned tests for the selected state and version.

NOTE A test name alignment created by CompassLearning cannot be deleted.

- 6 From the grid, select the test name alignment that you want to delete.

NOTE Clicking **Cancel** returns you to the **Tools** screen for NWEA.

- 7 Click **Delete**.

A warning message is displayed, advising you that the deletion is permanent.

- 8 To continue, click **OK**.

G LDAP Authentication

► For School and District Administrators

Lightweight Directory Access Protocol (LDAP) is a client-server protocol that defines a uniform method for accessing and updating information. Programs can use LDAP to locate organizations, individuals, and other resources such as files, printers, encryption certificates, and devices on a network server. A primary benefit of LDAP is to provide *single sign-on*, which means that one password for a user is shared between many services.

As a protocol, LDAP does not define how programs work on either the client or server side. LDAP defines the *language* used for client programs to talk to servers, or servers to talk with other servers. To be able to use LDAP, your web server must be configured with LDAP, and your school must be licensed to use LDAP.

NOTE Your CompassLearning representative enables LDAP authentication.

With LDAP enabled, school and district administrators can edit the LDAP authentication settings, including setting LDAP authentication for teachers, students, and parents.

NOTE With LDAP authentication enabled, you will be unable to automatically import users into Odyssey. Use the import templates or manually enter user information to add and update user records. LDAP authentication is only used as an added security to verify login credentials. Additionally, user passwords cannot be edited manually through the user interface. To update user passwords after they have been changed in the LDAP server, import the updates into Odyssey.

You will use the **Administration** screen from the school's account pages to edit LDAP authentication for the school.

The screenshot shows the 'LDAP Settings' form. It includes input fields for 'Path (URI)', 'SSL' (a checkbox), 'DN Prefix', and 'DN Suffix'. Below these fields is a sample text: 'Sample: CN=Username,OU=Users,O=School,C=US'. At the bottom, there is a section titled 'LDAP Authentication for' with three checkboxes: 'Teacher', 'Student', and 'Parent'.

The following table describes the settings available with LDAP authentication in Odyssey Manager:

Field	Description
Path (URI)	Server that performs the LDAP authentication.
SSL	When checked, allows secure encrypted communication between the browser and the web server and between the web server and the LDAP server.

Field	Description
DN Prefix	<ul style="list-style-type: none"> • If the LDAP server has only LDAP users such as Active Directory Application Mode (ADAM), the DN prefix is required. • If Microsoft Active Directory Services is employed and users have Windows logins, this setting should be left blank. • If Active Directory Services is employed and all users are under one domain, the DN prefix can contain a domain such as the following: MySchoolDomain\
DN Suffix	<ul style="list-style-type: none"> • If the LDAP server has only LDAP users such as ADAM, the DN suffix is required. • If Active Directory Services is employed and the users have Windows logins, this setting should be blank.

Setting LDAP Authentication

- 1 Log into Odyssey as a school administrator or district administrator user.
- 2 From the **Welcome** screen, depending on your role, select **Setup>My School** or **Setup>My Schools**.
- 3 From the displayed tree, locate the desired school and click the school name.

The grid on the right displays information about the selected school, including names for the **Account** and **Administrator** near the top of the screen.
- 4 From the **Contact** screen, click **Next**.

The **License** screen displays account information. With LDAP enabled, you will see a checkmark in the **LDAP Authentication** box.
- 5 From the **Contact** screen and the next screen—**Curriculum Licenses**—click **Next**.
- 6 From the **Administration** screen, specify the LDAP Settings.
- 7 Set LDAP authentication for the desired user roles—**Teacher**, **Student**, **Parent**—by checking the boxes.
- 8 When finished, click **Next**.
- 9 From the **Confirmation** screen, click **Save**.

Glossary

activity

General term for all Odyssey tasks included in an assignment. An activity may be a learning activity, scored learning activity, chapter test, lesson quiz, Odyssey Writer project, among others.

alignment

The degree to which state standards and curriculum agree and guide students to learn what they are expected know.

All Sessions

Attendance report that lists, by student, the total number of logins.

assessment

A basis for measuring the skill, knowledge, intelligence, capabilities, or aptitudes of a student or group.

assignment

A collection of one or multiple learning activities, quizzes, and tests.

Assignment Archive

Manages assignments for district and school administrators and teachers. Access to Assignment Archive features depends on your user role. *All users* can access all assignments in the system, viewing the name, subject, level, owner, and modification date. *Administrators* can edit assignment properties and delete assignments. *Teachers* can edit and delete their own assignments and give assignments to their students.

auto-launch order

Assignment order that presents tasks to a student in the defined order, without returning to the student's launch pad after each task.

AYP

Adequate Yearly Progress. A statewide accountability system mandated by the No Child Left Behind Act (NCLB). An individual state's AYP measures progress toward a goal of 100 percent of students achieving state academic standards in a minimum of reading/language arts and math.

Completed Session Times

Attendance report that lists, by student, the total number of logins and total session time (in **hh:mm:ss** format) for all completed sessions. A completed session is a successful login that is followed by a successful logout.

concurrent-user subscription licensing

Licensing model that limits the number of users logged in but does not limit the total number of users. For example, with a license purchased for 25 concurrent users, additional users may register to use the product, but only 25 may be logged in at any given time. See also **single-user subscription licensing** on page 285.

Curriculum Index

Use the **Curriculum Index** to browse Odyssey curriculum and assessment material before you create an assignment. Browse curriculum by sequences, skills, or state standards. As you plan your assignment, use the index to view the contents of prescriptive folders and learning paths and preview specific learning activities, lesson quizzes, and chapter tests.

decision point

Defines a custom set of required remediation activities if the student does not meet the mastery level for a scored activity. Teachers can insert one or multiple decision points in a scored activity to serve as benchmarks for performance-based progress. Options include repeating the scored activity; repeating the remediated set a specified number of times; restarting the folder; and manual interaction by the teacher.

DOK

Depth of Knowledge (DOK) is a four-level scale measuring required cognitive processing and is used to align standards with assessments. Educators assign DOK levels to objectives within standards and to test items within assessments to help ensure that the standards and assessments match. The four DOK levels include (1) recall; (2) skills and concepts; (3) strategic thinking; (4) extended thinking.

disaggregate data

Disaggregation of data is available when student records are defined according to individual subgroups, such as race/ethnicity, gender, economic status, special educational services, disability, or a combination of these. Odyssey reports can be run for these individual subgroups to help educators address critical aspects of the NCLB legislation and verify that their students are on the path to achievement.

distractor

One of the incorrect answers presented as a choice in a multiple-choice test.

ELL

English Language Learners.

ESE

Exceptional Student Education. An exceptional student is any child or youth who requires special instruction or related services and is enrolled in or eligible for enrollment in the public schools of a district.

ESL

English as a Second Language.

ESOL

English for Speakers of Other Languages.

Incomplete Sessions

Attendance report that lists, by student, the number of successful logins without a successful logout.

Item Builder

Tool for creating custom test items for custom objective-based tests.

LD

Learning Disabled.

learning activity

A type of Odyssey activity included in an assignment. A learning activity may be scored or nonscored.

learning path

A type of assignment that includes activities Odyssey identifies to cover the objectives a student has not mastered in an objective-based test.

LEP

Limited English Proficiency.

Lightweight Directory Access Protocol (LDAP)

LDAP is a client-server protocol that defines a uniform method for accessing and updating information. Programs can use LDAP to locate organizations, individuals, and other resources such as files, printers, encryption certificates, and devices on

a network server. A primary benefit of LDAP is to provide single sign-on, which means that one password for a user is shared between many services.

MAP

Measures of Academic Progress from NWEA; tests measuring students' growth and achievement. MAP scores are used to develop targeted instructional strategies.

mastery level

Passing percentage defined for a school. The mastery level applies to scored activities, including lesson quizzes, objective-based tests, and chapter tests. School and district administrators can change the mastery level for a school. A mastery level set on an individual decision point or for objectives in a custom objective-based test (built with Test Builder) overrides the mastery level set at the school level.

module

Functional area of Odyssey Manager. Modules include Setup, Assignments, Assessment, Reports, and Content.

NCLB

No Child Left Behind Act that mandates increased accountability, more rigorous assessment, demand for high quality educators, and research-based practices.

No Sessions

Attendance report that lists who have not logged into the system.

NWEA

Northwest Evaluation Association. NWEA assessments measure the academic growth of a student or group of students over time using the RIT scale. See [RIT on page 285](#).

objective

A measurable educational task that students should be able to complete after having received instruction. A learning activity may teach to one or multiple objectives.

objective-based test

Evaluates each objective against the passing score to diagnose a student's strengths and weakness. Within Odyssey Explorer: If an objective-based test is included in an assignment with a learning path folder, diagnostic-prescriptive behavior is invoked. That is, Odyssey Manager prescribes the objective folders within the learning path folder that correspond to the failed objectives. None of the activities that are in the objective folders that correspond to passed objectives are delivered to the student. If a learning path is assigned without its accompanying objective-based test, the learning path folder becomes a regular folder and all activities from within all objective folders within the learning path are delivered to the student.

Odyssey Writer

A customizable writing tool in Odyssey Manager that helps educators in all disciplines teach the writing process to their K-12 students. Designed to improve narrative, persuasive, informative, and fiction and nonfiction writing skills, Odyssey Writer lets teachers create and assign writing assignments and guides students through the entire writing process.

Parent Login

Attendance report that lists, by parent, the number of successful logins and total session time (in **hh:mm:ss** format).

Passing Percentage

Setting in a school account's License screen that defines the passing score for a scored activity, lesson quiz, objective-based test, or chapter test. School and district administrators can change the Passing Percentage. See also [mastery level](#).

progress alert

Decision point option for nonmastery of a scored activity. A progress alert locks the objective folder and opens the progress alert dialog box, which prompts the teacher for a password and action to take.

report

Odyssey Manager provides a wide variety of reports for teachers and administrators to create detailed and summary snapshots of student achievement, both in the classroom and on state-mandated testing. Options include using aggregated and disaggregated data, multi-school administration data, pre-test versus post-test comparisons, and individual student progress data.

RIT

Rasch Unit. A measure scale developed to simplify the interpretation of test scores. The RIT scale employs equal intervals; a change of one unit indicates the same change in growth, regardless of numerical values.

Session Times

Attendance report that lists, by student, the time of login (your local time) and total session time (in **hh:mm:ss** format).

self-select order

Assignment order that lets a student perform tasks in any order.

sequence

Ordered collection of lesson folders, each containing one or multiple learning activities, quizzes, and tests.

sequential order

Assignment order that presents tasks to a student in the defined order, returning to the student's launch pad after each task.

standards

Objectives that are grouped together based on instructional content.

strands

A high-level goal. A strand groups items—substrands and objectives—of similar subject matter or skill. Strands appear as test names. *Reading Analysis* and *Reading Comprehension* are two examples of strands.

single-user subscription licensing

Licensing model that limits the number of users logged in to the number of subscriptions purchased. For example, with a license purchased for 25 subscription users, a maximum number of 25 users may be registered in that account and a maximum number of 25 users may be online at one time. See also **concurrent-user subscription licensing** on page 282.

substrand

A detailed version of the strand, or high-level goal. *Informational Analysis* and *Poetry* are two examples of substrands that might be included in the *Reading Analysis* strand.

suppression

Assignment option that controls the activities that are presented to a student. Suppression ensures that duplicate objectives are not included in a student's learning path. If a student passes a scored activity or completes a non-scored activity, all duplicates of the completed activity within the same assignment are marked as complete.

task

General term for all Odyssey activities included in an assignment. An activity may be a learning activity, scored learning activity, chapter test, lesson quiz, Odyssey Writer project, among others.

Teacher Login

Attendance report that lists, by teacher, the number of successful logins and total session time (in **hh:mm:ss** format).

test item

Item Bank stores test items you can use to create custom objective-based tests. The Odyssey Practice Items bank contains test items created by CompassLearning. You can use these test items as is, or you can paste a copy of a test item into School Items or District Items and make changes to the copied test item. Initially, the School Items and District Items banks

will not contain test items. These repositories are populated with test items that district and school administrators and teachers create.

unlimited licensing

Licensing model that allows unlimited student logins to Odyssey.

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